



Reemployment Activities

1. Reflect, Analyze, and Explore

According to the American Time Use Survey², employed persons aged 25 to 54 with children spent approximately 39 percent of their waking time on work and work-related activities. To put that into perspective, consider this: If you dislike your job, this means you spend well more than 1/3 of your awake time at a place you don't like, with people you don't like, doing things you don't like. How does that make you feel? The best career choices are ones that match your values, interests, and skills. Let's explore this a little further.

Work Values and Interests

In this section of your reemployment plan, you will analyze what your preferences are in a job or career. Knowing exactly what you value and are interested in will assist you to better target the right jobs in your work search and will, ultimately, help you avoid unnecessary stress in the future. The goal is to get a solid idea of the things that you either must have or cannot accept in a job and work environment.

Work values are your beliefs about what is important or desirable in the world of work. When your values line up with how you live and work, you tend to feel more satisfied and confident. Living or working in ways that contradict your values can lead to dissatisfaction, confusion, and discouragement.

Work interests provide valuable self-knowledge about your vocational interests, fosters career awareness, and provides a window to the entire world of careers that meet your interests.

Think about the following questions:

- What is important to you in terms of company culture and the people who work with you?
- Are you trying to use the skills, education, and experience you already have or do you want to start over in a completely new field?
- How much money do you need to make to support yourself and your family?
- What expectations do you have for promotions and career advancement?
- What expectations do you have for work-life balance?
- Do you want to work exclusively Mondays through Fridays or would you be willing to work weekends and holidays? [Your Rights and Obligations](#) will provide you with NH Unemployment Insurance guidelines.

Once you've determined your values, see if they line up with your interests. In other words, do the types of jobs you're interested in align with the expectations you have for your day to day job routine? Should you keep going in the same direction or is a change in course in order? Only you can answer these questions!



When you are really passionate about something, it is likely that you will naturally be more willing to go above and beyond. Nothing will stop you from getting your work done, and no obstacle will stop you from achieving success. On the other hand, “[m]ost passions don't line up well with paying careers. If you're passionate about poetry or salsa dancing, you're going to find very limited job opportunities for those things. And other people's passions are their friends or their family, or homemaking or dogs, and again, there's not much of a job market built around those things.”³

There are many Career Assessment tools to help put your work values and interests into perspective. Since assessment results may relate to as many as 900 different occupations, don't panic if your results include careers that don't interest you. Experts recommended that you take more than one assessment to broaden your ideas before you make a decision. It can also be helpful to talk with a career counselor, family, and friends before making a career decision.



What can an assessment help you do?

- Learn about occupations that are a good match for you
- Decide where you need more training or experience
- Identify the skills you bring to a job
- Write more specific, detailed resumes and cover letters
- Consider careers you may not have thought about before

What can't an assessment do?

- Guarantee that you will like a particular career
- Ensure that careers you are suited for will be in high demand by employers
- Account for differences within the same career. For example, a nurse may work in different conditions in an emergency room compared to a nursing home. Also, different employers provide an environment that can make the same career more or less attractive.



One of the most used set of Assessment tools is from O*NET (Occupational Information Network). What is **O*NET**? O*NET is a unique, comprehensive database of worker competencies, job requirements, resources and more! O*NET is the nation's primary source of occupational information. O*NET is a timely, easy-to-use resource that supports public and private sector efforts to identify and develop the skills of you, the American workforce. It provides a common language for defining and describing occupations.

How Does O*NET Work? By using a contemporary, interactive skills-based database and a common language to describe worker skills and attributes, O*NET transforms mountains of data into precise, focused occupational intelligence that anyone can understand easily and efficiently.

[O*NET Online](#) offers users the opportunity to:

- Find occupations to explore
- Search for occupations that use your skills
- Look at related occupations
- View occupation snapshots
- View occupation details
- View occupational titles
- Access comprehensive help information online
- Find occupational job outlook data
- Use crosswalks to find corresponding occupations in other classification systems (such as Education, Military, Apprenticeship and more)
- Connect to other online career resources

How Can O*NET Help You?

For you, the job seeker, O*NET can help you refine your job search by describing the skills, experience, and worker characteristics.

Job Seekers/Individuals can use O*NET to:

- Identify which jobs match interests, skills, and experience
- Explore career growth profiles using the latest labor market data
- Research requirements for a “dream” job
- Maximize earning potential and job satisfaction
- Know what it takes to be successful in a chosen field and related occupations



Do it yourself: Log on to the NHWorks Job Match System (JMS) <https://nhworksjobmatch.nhes.nh.gov/vosnet/Default.aspx> and take the online assessments.

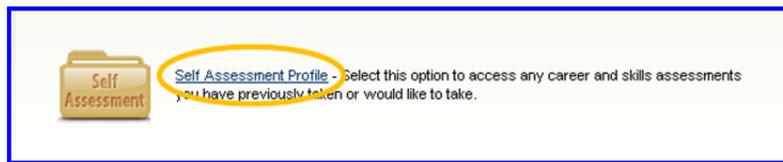
All the results from the assessments are saved in the JMS to refer back to and print if needed. Or better yet, update the assessments if you want, there are no wrong answers.

Just follow the instructions below for the JMS.

CAREER SKILLS ASSESSMENTS

To access Career and Skills assessments from the Welcome screen you will:

- Select My Portfolio
- My Individual Profiles
- Self Assessment Profile



From here you can edit your Job Skills, Personal Skills, Work Interests, Work Values, Tools and Technology and view / edit using the Multiple tab.



Confirm the applicable NH unemployment insurance requirements and be sure to follow them closely to avoid benefit disqualifications or overpayments.



Knowledge, Skills, and Abilities

Now that you know what you value in a work environment and which types of careers interest you, let's talk a little bit about the knowledge, skills, and abilities required. They all go hand in hand and all three are essential for success on the job.

Knowledge is the theoretical understanding of a subject. It's what you've learned through education or work experience. For example, in building and construction, you will require knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Skills are knowing how to accomplish specific task. There are two kinds of skills in the workplace: technical skills and soft skills. Knowing how to accomplish specific tasks like cooking, computer programming, or teaching, are called **technical skills**. They relate to a particular occupation. You may have learned technical skills from past work experience, school, or training. These skills are often included in job listings to describe the tasks of a position. Examples are:

- Build a cabinet
- Read an image
- Operate equipment
- Paint a portrait
- Write computer code
- Teach a lesson
- Investigate a scientific question
- Sell products to customers

Employers also want employees who fit in and get along well in the workplace. That requires **soft skills**. These are so valuable that soft skills are often the reason employers decide whether to keep or promote an employee. Some soft skills can be taught in school. But most you learn in everyday life and can improve at any time. For example:

- Good communication skills
- Critical thinking
- Working well in a team
- Self-motivation
- Being flexible
- Determination and persistence
- Being a quick learner
- Good time management

TRANSFERABLE SKILLS

Past Experience = Future Value

Transferable skills are the skills you acquire and transfer to future employment settings. Common examples include technical, interpersonal, communication, leadership and organizational skills.



On the following list, identify the skills you have acquired or demonstrated through your jobs, life, volunteer positions, etc. This will help you choose which skills to include on your resume. There are undoubtedly more to consider, but this gives you a good place to start.

Technical Skills

These are the **specific** skills that you have that apply to the position you are applying for.

- | | |
|--------------------------------|--|
| Set up of an XYZ Machine | Skilled in the use of GPS |
| Proficient in Microsoft office | Type 40 WPM |
| Experienced forklift operator | Electronic equipment repair experience |

Interpersonal Skills

- | | |
|---------------------------|---------------------|
| Relating well with others | Assisting others |
| Responding to concerns | Resolving conflicts |
| Motivating people | Being a team player |

Organization Skills

- | | |
|-----------------------------|-------------------|
| Follow-through | Meeting deadlines |
| Multitasking | Planning |
| Setting and attaining goals | Time management |

Leadership Skills

- | | |
|-----------------|-------------------|
| Decision-making | Delegating |
| Evaluating | Initiating |
| Managing | Motivating others |

Communication Skills

- | | |
|-----------------------|-------------------|
| Advising | Articulating |
| Explaining | Instructing |
| Persuading or selling | Presenting |
| Public speaking | Training |
| Translating | Writing & editing |

MARKETABLE SKILLS

Marketable skills are abilities that are in demand in the job market because they are useful for tasks that are valuable in the marketplace. Marketable skills are always changing with the changes in demand in the job market. They even may change from job to job. Leadership may be a marketable skill for a supervisor position but not for a toll attendant. Everyone has skills but there is a difference between a skill and a marketable skill.



For example, a software developer who has been laid off and has worked the last 15 years programming in an outdated software language possesses skills. However, because he has worked with a language that is rarely used today, that skill is not marketable. The programmer may need some additional training to acquire updated, therefore marketable, software skills.

Determining your marketable skills is an important step in your self-assessment.

Marketable skills can be specific skills that are in demand. Current examples of skills that are in high demand in NH are CNC Machine Programmer and a licensed, experienced Tractor Trailer Truck Driver.

Marketable Skills can also be soft skills. Currently most employers complain of having difficulty finding employees that will come to work on time, not use their cell phone during work hours, or following directions. Having a strong work ethic, being dependable, and being able to follow directions are examples of soft skills that are currently in high demand; therefore, marketable.

The best place to start finding marketable skills is to search job openings in your intended career field. The job descriptions will point to those skills. A skill that continues to show up in job description after job description is an indicator that it is in demand, therefore, marketable.



*The **JMS Self-Assessment Profile** helps you identify your Job Skills, Personal Skills, Work Interests, Work Values and Tools and Technology and can present all your results in one Multiple format and then point you in the direction of matching or closely matching related occupations and jobs.*



Confirm the applicable NH unemployment insurance requirements and be sure to follow them closely to avoid benefit disqualifications or overpayments.



Career Exploration

Making an informed decision is key. At this stage, you have identified occupations or jobs that suit your interests, values, and abilities. Career Exploration is about looking more closely at those potentially good matches to narrow the list down to the *best* matches.

Career Exploration tools exist to give you the labor market information (LMI) you need to make informed choices. You can explore careers on your own using various online tools (such as [O*Net](#), [NH LMI](#) or [JMS](#)). A quick search for “career exploration tools” in a search engine like Bing or Google will bring up many options.

For more personal assistance, check out your local American Job Center (AJC) at <http://www.nhes.nh.gov/locations/index.htm> These centers feature case managers who can provide help and guidance, either one-on-one or through workshops or job search clubs. Take a look at Section 10, American Job Center Services, for more information.

As you explore each job possibility, consider the following:

- What is the average wage?
- What kind of skills and credentials are needed?
- What are the typical job duties?
- Are jobs available, and is the field expected to be stable or grow in the foreseeable future?

All of this Labor Market Information (LMI) will help you narrow your search. You’ll rule out occupations for various reasons. Maybe the salary isn’t what you need. Maybe you discover you wouldn’t enjoy the job duties or typical schedule. Maybe you decide you don’t want to take the time to get the necessary training. Or, maybe the field has few job openings or poor growth projections. After all, you don’t want to find yourself looking for another job anytime soon!



Look up your top three jobs on the [Occupation Profile](#) to learn:

- A quick overview of the field, descriptive career video and wage information for your state and nationally. The program also provides projections for the number of job openings over a 10-year timeframe.
- Details about the tasks, skills needed, and equipment used. While every employer is different, you can get a good idea of the basic kinds of work activities people do on a daily basis.
- The training typically needed to enter the field, and the level of education most workers in the field have attained. These two can differ, surprisingly.
- Finally, you'll find ideas for other occupations that use related skills and interests, and can link to training in your state that could help you prepare for a career in that field.

Then, complete the chart below for the three occupations you've researched.

	Preferred Job	Alternative Preference	Second Alternative Preference
Occupation			
State			
State Median Hourly Wage			
Percent Change in State Employment			
Projected Annual Job Openings in the State			
List three examples of required knowledge.	1. 2. 3.	1. 2. 3.	1. 2. 3.
List three examples of required skills.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Typical education needed for entry.			
Typical work experience needed for a job in this occupation			
Typical on-the-job training once you have a job in this occupation			