



Chapter 1-Section 1-  
Personal Skills and the  
Job Market

# What is the Job Market?

- o The job openings that are available when you are ready to go to work
- o Important to have right skills and be able to learn new ones as needed.
- o Change is inevitable and you must plan ahead to meet it.

# Skill Set

- o Unique skills and abilities that you bring to the job market
- o **Hard Skills**
  - o Measurable physical and mental abilities
  - o Examples: installing a faucet, preparing a spreadsheet, operating a machine, driving a vehicle
- o **Soft Skills**
  - o Nontechnical skills needed by most workers for success on the job
  - o Examples: leadership, communication, teamwork, problem-solving, time-management skills



# Occupational Outlook Handbook

- o Published by the [U.S. Department of Labor](#)
- o Contains information about the latest jobs in 11 career areas
  - o Education required
  - o Job outlook (how many jobs will there be)
  - o Starting pay

# Factors that Impact Income

- o Experience, education and training-the more you are required to have—the higher your income.
- o The number of jobs available in a career area can affect an income level
- o Location-where your job is located
- o Skill Set-the type of skills you need to complete a job

# Job Information

- o **Job title**-a name given to a particular job
- o **Job description**-describes what a job would be like, including...
  - o Education requirements
  - o Hours worked
  - o Details about worksite or location
  - o Work environment



# Jobs

- o If the pay for a job is high compared to the education....
  - o There could be high personal risks
  - o There could be a short career span
  - o There could be tasks that are part of the job that others may not be willing to do.
    - o Example: contractors working in Iraq during the war.

# Values

- o A principle that reflects the worth you place on an idea or action
  - o Example: honesty
- o Values define who you are
- o Influence choices and decisions you make and can impact your earning potential
  - o Example: If you believe making a difference in other people's lives is important, you may choose to be a teacher or counselor over a salesperson or accountant
  - o What values influence your decisions?



# Goals

- o A desired outcome based on one's values for which a plan of action is carried out.
- o Example: If you value good health...your goal may include eating properly and exercising regularly
  - o What goals do you have?

# Education

- o **Formal**-attending classes and often earning a degree
- o **Informal**-education that is part of working
- o **On-the-job training**-learning as you do work
- o **Self-training**-learning new skills from reading and practicing on your own
  - o What self-training have you done?

# Education (continued)

- o Consider education as an investment in your future
- o Consider the type of education you want and how well it will prepare you for what you want later in life
- o The jobs you choose and the education you receive will affect the amount of money you are able to earn.