Name
Student ID
Instructor
Period

Student Worksheet: Skills Career Assessment

Objective: Students will differentiate between hard and soft skills, complete the Skills Career Assessment, and review results in order to analyze their own hard and soft skills.

Warm-Up

— Sort the skills within the **Bank of Skills** onto the appropriate side of the **Hard Skills vs. Soft Skills T-chart**.

Bank of Skills

Conscientiousness	Typing 40 words per minute	Conversational Spanish
CPR/first aid certification	Critical thinking	Leadership
Proficient with Google Workspace	Read and write in Arabic	Proficient in HTML for web development
Creativity	Food Handler Card	Social-emotional intelligence

Hard Skills	Soft Skills
Definition: Measurable abilities and/or specific technical knowledge that can be directly tied to specific job tasks or responsibilities; these are usually acquired through training or experience	*Definition: Personal qualities and traits that often develop over time and enable individuals to interact effectively with others*
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Skills Career Assessment

— Sign in to **CaliforniaColleges.edu**, navigate to **Career** at the top of the page, and click on **Skills** to complete the assessment.

— Review your Top Skills (conscientiousness, creativity, critical thinking, leadership, or social-emotional intelligence) and scan the related skill facets.

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— Use the assessment results, the Hard Skills and Soft Skills reference guide, or your own research to identify three skills to which you relate. Add a description of how you have demonstrated this skill, then identify whether it is a hard skill or a soft skill.

Skill Name	Description	Type of Skill
EXAMPLE: intermediate fluency in Spanish	*EXAMPLE: I have taken two years of Spanish at school and can have basic conversations.*	☑ ~~Hard~~ ☐ Soft
EXAMPLE: organization	*EXAMPLE: I use a physical planner to keep track of my class schedule, club meetings, and homework.*	☐ Hard ☑ ~~Soft~~
		☐ Hard ☐ Soft
		☐ Hard ☐ Soft
		☐ Hard ☐ Soft

— Review **Career and Pathways** and favorite (❤) any careers of interest that do not already have a heart.

— Click on **My Plan** in the top navigation bar and then click on **My Experiences**. Click **Add Skill** and add the skills you identified in your chart.

— Spend time looking into your favorited careers on **My Career Plan** and edit your **Career List** in **My Career Plan** if your career interests have changed over time.

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