

Conversations in Mentoring

Identifying Job Skills (in yourself and in job postings)

Context

In the busyness and flow of day-to-day work, it is easy to overlook the quality and development of your skills. It is also easy to overlook which specific skills are essential in completing a task or overcoming a challenge. Identifying and understanding your skill set helps when reading job postings and assessing how your interests and qualifications potentially align. Identifying, understanding, and being able to talk about your skill set, linking specific skills to specific work tasks, contributes to interviewing well.

Approaches and strategies

Identifying and articulating your job skills:

- Draft a weekly (if not daily) written reflection summarizing tasks and accomplishments, and note both the clinical and interpersonal skills you used.
- Review and discuss with your mentor and/or supervisor:
 - Pairing certain skills with certain tasks
 - How best to discuss your skills in terms of tasks

Understanding how your skills align with your career path:

- Even when not actively seeking employment, review job postings that fit within your career path and see how your skill set aligns. Also note any gaps in career skills and consider seeking out opportunities in your current position to explore and develop these additional relevant skills.

Considerations and goals toward a more effective practice

Identifying and articulating your job skills:

- Start a daily/weekly written reflection on skill practice and development.
- Talk through your work responsibilities and tasks in terms of your skill set with your mentor and/or supervisor.

Aligning your skill set with potential jobs:

- With your mentor and/or supervisor, look at some job postings that interest you and talk through the core responsibilities and skills.
- Review some job postings, focusing on the required skills. Identify which are your strengths, and reflect on how you might discuss those skills in terms of your work experience.

