

Topic: Employment
(International Catholic Migration Commission, Overseas Processing Entity,
Zagreb)

Activity: What Are Your Skills? (Self-Awareness/Completing A Skills Assessment)

Introduction	Since hiring in the U.S. is based on the skills of the job applicant, participants should be aware of the skills they possess. In this activity, participants identify their own skills.
Objectives	Given a list of skills, participants will be able to recognize which ones they possess and categorize the skills as skills developed on the job, skills acquired in life, or time management skills.
Materials	<ul style="list-style-type: none">• Posters or lists containing job skills according to employment sector and time management skills (sample included)• Employment Skills Form (sample included)
Practice	<ol style="list-style-type: none">1. Divide participants into groups according to employment sectors in which they have worked. If you have a class of young people with no work experience (or housewives), ask participants to begin with the sector in which they think they might have the most skills.2. Ask the groups to brainstorm a list of skills related to their employment sector.3. When they think they have a complete list of skills, distribute the skills posters. Ask them to use these posters to identify any skills they think are missing from their list.4. Give each participant a skills form.5. Participants transfer their list of skills to the skills form. Model this process by asking a participant to describe what s/he does at home and at work and ask the rest of the class to use the poster to identify and categorize this participant's skills. This technique will also assist participants who are having trouble identifying and categorizing their skills.
Variation	<ol style="list-style-type: none">1. For participants who have already identified their skills, write a job description on a board and ask the participants to identify the skills needed. Then ask them to state which skills are related to self-management or skills they might acquire through life.

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Skills: Self-Management

HONEST	ISKREN
PUNCTUAL	TOCAN
CONSCIENTIOUS	SAVJESTAN
RESPONSIBLE	ODGOVORAN
FRIENDLY	PRIJATELJSKI RASPOLOZEN
POLITE	PRISTOJAN
A TEAM PLAYER	TIMSKI IGRAC
ORGANIZED	ORGANIZIRAN
ENTHUSIASTIC	ENTUZIJASTA
ASSERTIVE	ODLUCAN
EASY-GOING	RELAKSIRAN
DISCIPLINED	DISCIPLINIRAN
CREATIVE	KREATIVAN
PATIENT	STRPLJIV
DETERMINED	ODLUCAN
FLEXIBLE	FLEKSIBILAN
OPEN	OTVOREN
FORMAL	FORMALAN
SENSE OF HUMOR	SMISAO YA HUMOR
SPONTANEOUS	SPONTAN
TACTFUL	TAKTICAN
TRUSTWORTHY	OD POVJERENJA
VERSATILE	DOSJETLJIV

Skills: Agriculture (Poljoprivreda)

FEEDS AND WATERS CATTLE	HRANITI I POJITI ZIVOTINJE
INSPECTS AND REPAIRS FENCES	ISPITIVANJE I POPRAVAK OGRADE
ROPES CATTLE TO BE DEHORNED	VEZANJE STOKE ZA OBREZIVANJE
CLEANS UP BARN	CISCENJE STAJA
LOADS AND UNLOADS CATTLE	ISTOVAR UTOVAR STOKE
SADDLES AND RIDES HORSES	SEDLANJE I JAHANJE KONJA
DRIVES FARM MACHINES	VOZITI STROJEVE NA FARMI
DRIVES TRUCKS	VOZITI KAMION
UNLOADS TOOLS	ISTOVAR ALATA
USES SCYTHES	KOSNJA TRAVE
REMOVES WEEDS	CUPANJE KOROVA
PLANTS FLOWERS, TREES	SADENJE CVIJECA I DRVECA
FERTILIZES LAWNS	GNOJENJE POVRSA
SPRAYS PLANTS WITH PESTICIDES	SPRICANJE SA PESTICIDIMA
PRUNES TREES	OBREZIVANJE-VOCAKA, GRMLJA
WATERS LAWNS	ZALIJEVANJE VRTA
PAINTS PARK BUILDINGS	BOJANJE VRTNIH GRAIDEVINA
MAKES NEW SIDEWALKS	IZRADA PUTEV U PARKOVIMA
PLANTS VEGETABLE GARDENS	SADITI POVRCE
MILKS COWS	MUZNJA KRAVE
CARES FOR ANIMALS	BRINUTI ZA ZIVOTINJE
USES LAWN MOWERS	KORISTITI KOSILICU

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Skills: Restaurants (Restorani)

TAKES ORDERS FOR FOOD AND DRINKS	UZETI NARUDZBE ZA HRANU I PICE
SERVES CUSTOMERS AT THEIR TABLES	POSLU.ZIVANJE GOSTIJU KOD STOLA
POURS DRINKS	TOCITI PICE
SETS UP AND CLEARS TABLES	POSTAVLJANJE I CISCENJE STOLOVA
MAKES SALADS	PRAVLJENJE SALATA
MAKES COFFEE AND TEA	KUHANJE KAVE I CAJA
LOADS DISHWASHERS	STAVLJANJE SUDJA U MASINU
UNLOADS DISHWASHERS	PRAZNITI MASINU ZA SLIDE
SWEEPS AND MOPS KITCHEN FLOORS	CISCENJE PODOVA
COOKS FAST FOOD	SPREMANJE JEDNOSTAVNE HRANE
CUTS MEAT AND TRIMS OFF FAT	REZANJE I OBREZIVANJE MESA
CLEANS AND PEELS VEGETABLES	CISCENJE I GULJENJE POVRCA
CUTS VEGETABLES	REZANJE POVRCA
COOKS FOOD	PAZITI NA HRANU DOK SE KUHA
CARRIES AND STACKS DISHES	OTKLANJANJE I SORTIRANJE SUDA
MAKES CAKES	PECIKOLAC
DECORATES CAKES	UKRASITI KOLAC
MAKES SANDWICHES	PRAVITI SENDVICE
MAKES BREAD	PRAVITI KRUH I PECIVA
USES MIXERS	KORISTII MIKSER
DESIGNS MENUS	SASTAVITI JELOVNIK

Skills: Construction (Gradjevinarstvo)

REMOVES FURNITURE FROM ROOMS TO BE PAINTED	OTKLANJANJE NAMJESTAJA IZ SOBA
SCRAPES OFF OLD, LOOSE PAINT	OTKLANJANJE STARE BOJE
CLEANS AND WASHES WALLS BEFORE PAINTING	CISCENJE I PRANJE ZIDOVA
USES SPECIAL PUTTY TO FILL IN CRACKS	KITANJE RUPA
SANDS ROUGH SPOTS ON WALLS, CEILINGS	IZRAVNAVANJE NERAVNINA PO ZIDU I PLAFONU
PUTS PUTTY AROUND WINDOWS TO HOLD THE GLASS	POSTAVLJANJE KITA NA PROZORE
CUTS PIPES WITH SPECIAL CUTTING TOOLS	REZANJE CIJEVI SA SPECIJALNIM ALATOM
BENDS PIPES INTO DIFFERENT SHAPES	SAVIJANJE CIJEVI
FIXES LEAKS IN PIPES	POPRAVITI PIPE AKO CURI VODA
DIGS DITCHES FOR PIPES	KOPANJE KANALA ZA CIJEVI
INSTALLS TOILETS, SHOWERS, TUBS, SINKS	POSTAVLJANJE SANITARIJA
REPAIRS SINKS, TOILETS, SHOWERS	POPRAVLJANJE SANITARIJA
STAPLES, PASTES, TAPES INSULATION	POSTAVLJANJE IZOLACIJA
MEASURES, CUTS AND FITS INSULATION	MJERANJE I REZANJE IZOLACIJE
WELDS SHEET METAL AROUND INSULATED PIPES	ZAVARIVANJE CIJEVI
PUTS WINDOWS, GLASS DOORS, MIRRORS IN HOUSES	POSTAVLJANJE VRATA,PROZORA I STAKLA
CUTS GLASS TO FIT WHERE IT BELONGS	REZANJE STAKLA
BUILDS SCAFFOLDING	IZRADA SKELE
OPERATES MIXING MACHINES	UPRAVLJANJE MASINOM ZA BETON

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ADDS RIGHT AMOUNT OF PLASTER, SAND AND WATER FOR CEMENT	PRAVITI BETON
PUTS DESIGNS ON WALLS BY USING SPECIAL TROWELS	DIZAJNIRANJE ZIDOVA SPECIJALNIM METODAMA
CLEANS UP WHEN JOBS ARE DONE	CISCENJE KAD JE POSAO GOTOV
FRAMES WALLS	OBRADJIVANJE ZIDOVA
BUILDS ROOF RAFTERS	UGRADBA KROVNIH ROGOVA

Skills: Construction (Gradjevinarstvo)

PUTS IN FLOOR JOISTS AND SUB FLOORINGS	UGRADBA POPRECNIH GREDA UPODU I DRUGIH SLOJEVA PODA
BUILDS WOODEN FORMS FOR HOUSE FOUNDATIONS	IZRADA DRVENE OPLATE ZAIZRADA TEMELJA
DRILLS HOLES IN WALLS	BUSENJE RUPA U ZIDU
REPAIRS PLUMBING	POPRAVAK VODOVODA
USES HAMMERS, SHEARS, DRILLS	KORISTITI CEKIC
LOADS, UNLOADS MATERIALS	UTOVAR I ISTOVAR ALATA
OPERATES BULLDOZERS	UPRAVLJATI BULDOZEROM
SMOOTHES CEMENT WITH TROWELS	RASPROSTRANJIVANJE CEMENTAALATOM
USES SHOVELS TO SPREAD CONCRETE	KORISTITI LOPATU ZA RASIRIVANJEBETONA
PUTS INSULATION ON ROOFS	POSTAVLJANJE IZOLACIJE NAKROV
PUTS HOT TAR ON ROOFS	NAMAZ BITUMENA NA KROV
SPREADS CEMENT FOR BRICKS	POSTAVLJANJE BETONA KAOPODLOGA ZA CIGLE
USES CONTROLS TO RAISE AND LOWER CABLES, BUILDING MATERIALS	KORISTITI DIZALICU ZA PRENOSENJE MATERIJALA
PATCHES LEAKY ROOFS	POPRAVITI KROV
PAINTS WALLS	BOJANJE ZIDA
PAINTS OUTSIDES OF HOUSES	BOJANJE KUCE IZVANA FASADA
INSTALLS CARPETING	POSTAVLJANJE TEPIHA
HANGS WALLPAPER	POSTAVLJANJE TAPETA

Skills: Automotive (Saobracaj, Mehanicar)

CLEANS, POLISHES, WASHES CARS	CISCENJE POLIRANJE PRANJE AUTOBILA
ADJUSTS ENGINES	POSTIMAVANJE MASINE
CHECKS BRAKES AND POWER STEERING	PROVJERA KOENICA I VOLANA
MAKES SURE ENGINES ARE PERFORMING WELL	PROVJERA DA LI MASINA RADI
REMOVES ENGINES OR TRANSMISSIONS	OTKLANJANE MASINE I TRANSFORMATORA IZ AUTA
CLEANS PARTS IN GAS LINES	CISCENJE DJELOVA U BENZINU
TAKES ENGINES APART	RASTAVLJANJE MASINE
PUTS ENGINES BACK TOGETHER	SASTAVLJANJE MASINE
CLEANS OUT OR REPAIRS CARBURETORS	CISCENJE I POPRAVAK KARBURATORA
GIVES ENGINES TUNE UPS	NASTIMAVANJE MASINE
SELECTS NEW MUFFLERS OR TAILPIPES	IZABRATI ODGOVARAJUCI AUSPUH
CUTS OFF OLD MUFFLERS OR TAILPIPES	REZANJE AUSPUHA
INSTALLS NEW MUFFLERS OR TAILPIPES	POSTAVLJANJE AUSPUHA

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CHECKS TO MAKE SURE THERE ARE NO LEAKS IN FUEL LINES	OSIGURATI DA MASINA NE CURI
PUTS GASOLINE IN TRUCKS OR CARS	PUNJENJE AUTA ILI KAMIONA BENZINOM
CHECKS THE OIL AND WATER LEVELS	PROVJERAVANJE VODE I ULJA
CHECKS PRESSURE IN TIRES	PROVJERA PRITISKA U GUMAMA
CHANGES TIRES AND FIXES FLATS	MJENJANJE I KRPAJE GUMA
GREASES CARS AND TRUCKS	PODMAZIVANJE AUTA I KAMIONA
CHANGES SPARK PLUGS	PROMIJENITI SVJECICE
CLEANS AND VACUUMS CARS	CISCENJE I USISAVANJE AUTA
DRIVES MANY KINDS OF CARS	VOZITI RAZLICITE TIPOVE AUTOMOBILA
REMOVES DAMAGED PARTS OF CARS	OTKLANJANJE UNISTENIH, NEISPRAVNIH DJELOVA
POUNDS OUT DENTS	IZRAVNAVANJE UDUBLJENJA
PUTS NEW PARTS ON DAMAGED CARS	STAVLJATI NOVE DIJELOVE UOSTECENI AUTO
GETS CARS READY FOR PAINTING	SPREMITI AUTO ZA LAKIRANJE
PAINTS CARS	LAKIRANJE AUTA

Skills: Automotive (Saobraćaj, Mehanicar)

PARKS CARS	PARKIRATI AUTOMOBIL
DRIVES TRUCKS	VOZITI KAMION
USES HAND AND POWER TOOLS	KORISTITI RUCNE I AUTOMATSKE ALATE
JUMP STARTS BATTERIES	PUNJENJE AKUMULATORA
CHANGES SPARK PLUGS	MIJENJANJE SVJECICA
OILS MACHINES	NAULJITI MASINU

Skills: Office (Administrativni Poslovi)

TYPES LETTERS	TIPKANJE PISMA
SORTS MAIL	SORTIRANJE POSTE
USES PHOTOCOPIER	KORISTENJE KOPIRKE
PREPARES BILLS	PRIPREMA RACUNA
KEEPS BOOKS	VQDENJE FINACIJSKIH KNJIGA
USES ADDING MACHINE	KORISTITI KALKULATOR
ANSWERS PHONES	ODGOVARATI NA POZIVE
MAKES APPOINTMENTS	UGOVARATI SASTANKE
TAKES MESSAGES	UZIMANJE PORLIKA
KEEPS ACCURATE WRITTEN RECORDS	ODLAGANJE DOKUMENATA
COUNTS MONEY ACCURATELY	TOCNO BROJATI NOVAC
USES COMPUTER	KORISTITI PC
KEEPS FINANCIAL RECORDS	VODJENJE FINACIJA
MAKES CONTACTS WITH BUYERS	KONTAKTIRANJE KUPACA

Skills: Health (Zdravstvo)

GIVES INJECTIONS	DAVANJE INJEKCIJA
GIVES FIRST AID	DAVANJE PRVE POMOCI
CARES FOR BABIES	BRINUTI ZA BEBE
HELPS PATIENTS EXERCISE	POMOCI PACIJENTIMA PRIVJEZBANJU

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WEIGHS OR MEASURES PATIENTS	VAGANJE I MJERENJE PACIJENTA
BANDAGES CUTS AND SCRAPES	POVEZIVANJE RANA
CLEANS TEETH	CISCENJE ZUBIJU
FIXES TEETH	POPRAVAK ZUBIJU
USES ELECTRIC DRILLS	KORISTITI BRUSILICU ZA ZUBE

Skills: Health (Zdravstvo)

TEACHES CHILDREN	PREDAVANJE DJECI
TEACHES ADULTS	PREDAVANJE ODRASLIMA
ORGANIZES GAMES FOR CHILDREN	ORGANIZIRATI DJECJU IGRAONICU
COOKS FOR CHILDREN	KUHATI ZA DJECU
READS STORIES TO KIDS	CITANJE PRICA DJECI
SINGS TO CHILDREN	PJEVANJE DJECI
PLAYS GAMES WITH KIDS	IGRANJE SA DJECOM
LOOKS AFTER KIDS	PAZITI NA DJECU
PLAYS A MUSICAL INSTRUMENT	SVIRANJE MUZICKIHINSTRUMENATA

Skills: Electrical Installation (Elektrika)

FIXES SMALL APPLIANCES	POPRAVITI MALE UREDAJE
INSTALLS TV ANTENNAS	INSTALIRATI TV ANTENU
INSTALLS AIR CONDITIONING	INTALIRATI KLIMA UREDJAJ
CLEANS AND MAINTAINS COMPRESSORS	CISCENJE I ODRZAVANJEKOMPRESORA
MEASURES, BENDS, INSTALLS CONDUITS	MJERENJE, SAVIJANJE, UGRADBACIJEVI VODOVODA
SOLDERS WIRES TO CONNECTIONS	PRIPOJITI ZICE NA DOVOD
REPLACES PLUGS IN ELECTRIC APPLIANCES	PROMJENITI UTICNICIJ NA ELAPARATU
REPAIRS ELECTRICAL SYSTEMS	POPRAVITI ELEKTRIKU U KUCI
REPLACES LIGHT BULBS AND FUSES	PROMIJENITI SIJALICE I OSIGURACE
INSTALLS SWITCHES AND FUSES	UGRADITI PREKIDACE I OSIGURACE
PULLS WIRING OR CABLES THROUGH CONDUITS	1SPROVODJENJE CIJEVI KROZ KANALE
CONNECTS WIRING TO CIRCUIT BREAKERS OR TRANSFORMERS	POVEZIVANJE ZICE NATRANSFORMATOR

Skills: Electrical Installation (Elektrika)

COOKS	KUHANJE
IRONS	PEGLANJE
WASHES CLOTHES	PRANJE ODJECE
CLEANS ROOMS	CISCENJE SOBA

Skills: Electrical Installation (Elektrika)

WASHES DISHES	PRANJE SUDJA
MAKES CAKES	PECENJE KOLACA
BUDGETS	VODENJE BRIGE O NOVCU
USES SEWING MACHINES	KORISTITI MASINU ZA SIVANJE

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WAXES FURNITURE	GLANCANJE NAMJESTAJA
HEMS SKIRTS AND PANTS	PODRUBITI ODJECU
KNITS, EMBROIDERS, CROCHETS OR WEAVES	PLETENJE, STRIKANJE, VEZENJE, HEKLANJE

Skills: House (Domacinstvo)

MAKES FURNITURE	PRAVLJENJE NAMJESTAJA
REPAIRS FURNITURE	POPRAVLJANJE NAMJESTAJA
PAINTS FURNITURE	BOJANJE NAMJESTAJA
REUPHOLSTERS FURNITURE	TAPICIRANJE STOLICA
REFINISHES ANTIQUES	RESTAVIRANJE ANTIKE
SHAMPOOS HAIR	PRANJE KOSE
CUTS HAIR	SISANJE

Skills: Trades (Usluzne Djelatnosti)

GIVES PERMS	STAVLJANJE MINI VALA
GIVES HIGHLIGHTS	STAVLJANJE PRAMENOVA
GIVES MANICURES	MANIKIRANJE
GIVES FACIALS	TRETMAN LICA
MAKES CURTAINS OR DRAPES	PRAVITI ZAVJESE
SEWS CLOTHES	SIVANJE ODJECE
DESIGNS CLOTHES	KROJENJE
USES SEWING MACHINES	KORISTITI MASINU ZA SIVANJE
ALTERS CLOTHES	PREKROJITI, SUZITI ODJECU
WELDS METAL PIECES TOGETHER	ZAVARIVANJE METALA
USES GAS WELDERS	KORISTITI PLINSKI ZAVARIVAC
DELIVERS/TRANSPORTS GOODS	NABAVKA ROBE VOZILOM
UNPACKS BOXES	RASPAKIRANJE PAKETA
PACKS BOXES	PAKIRANJE PAKETA
MOVES GOODS	PRENOSENJE ROBE
PUTS GOODS ON SHELVES	POSTAVLJANJE ROBE NA POLICE
SERVES CUSTOMERS	SERVIRANJE GOSTIJU
WRAPS PACKAGES	ZAMATANJE PAKETA
USES CASH REGISTERS	KORISTITI KASE

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Employment Skills Form: Information for Job Search

Personal Data

Name	First	MI
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Address	Street	Apt.
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City	State	Zip
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Telephone	Emergency Contact #
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Social Security Number	Date of Birth (mo/day/yr)
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Gender M/F	Marital Status (Single, Married, Divorced, Widowed)
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Employment History

Position _____	Date _____
Skills Used _____	

Position _____	Date _____
Skills Used _____	

Position _____	Date _____
Skills Used _____	

Other Skills

Skills Acquired through Life: _____

Self-Management Skills: _____

Education: _____

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