



STRATEGIC WORKFORCE PLANNING WITH SKILLS MATCH 101

This activity will allow you to explore degree programs and career opportunities while exposing you to skill language used by industry professionals. Skills Match is a planning tool which puts the power of informed decision-making at your fingertips.

Go to the CSUDH Skills Match page at csudh.emskills.com and watch the short video: Skills Match Overview (1:50)

Follow these steps and create an account using your csudh.edu email address to save your results. *Exploring Toro Territory* competitors this is all you are required to do! Why stop here?

1. Your goals: Explore new career paths (5-15 minutes)
2. Find opportunities based on your skills
 - a. Education
 - i. Select level (ex: BA)
 - ii. Select area (ex: Business, Mgt, Mkt)
 - iii. Select degree status (ex: In progress)
 - iv. Click button 'add to my education'
 - v. Click button 'continue to skills'
 - b. Resume

If you do not have a resume. Not a problem. Skip this step.

SKILLS MATCH ACTIVITY

Have you used the Resume Optimizer' tool at skills.emsidata.com?

That tool can help prepare a well-structured resume for use with the Skills Match tool! Strategy means engaging all the steps needed to develop an outcome. Oh, you did that already. Ok, go to the next step.

- i. Cut and paste your resume into text box
 - ii. Click 'extract skills' button
 - iii. Select each skill and choose either "I have" or "I want"
 - iv. Make sure you click the arrow pointing toward the right to make sure you can see all the skills
 - v. When you are done selecting skills, click save and return to skills overview
- c. Category

If you have not selected a major yet do NOT skip this step. If you have a major, then you can skip this step if you need to save time. The more information you include the better your results.

Have you used the Cal State Pays tool at calstatepays.org?

That tool can help provide field considerations to use with the Skills Match tool! Strategy means engaging all the steps needed to develop an outcome.

- i. Select category (field you would like to consider like Business and Finance)
 - ii. Select a sub-category. This is a concentration in your field.
 - iii. Again, click on each skill and decide if it is a skill you have or that you want.
 - iv. Do not forget to click the more arrow!
 - v. When you are done selecting skills, click save and return to skills overview
- d. Job title

If you do not yet know which jobs you might apply for, you can skip this section. Later in your journey, you will have an opportunity to add information to this organizer.

You can use the Cal State Pays tool here as well

That tool can help generate industry ideas you can use with the Skills Match tool! By now, you understand the strategy! Use all your talents and resources to develop a strong plan of action.

- i. If you have identified a job title you might like to explore, enter the position title in the box provided.
- ii. click on each skill and decide if it is a skill you have or that you want.
- iii. Do not forget to click the more arrow!
- iv. When you are done selecting skills, click save and return to skills overview
- v. Click the button 'done adding skills'
- vi. A pop-up window will appear, offering you more skills to explore.
Decide if you want or have them. (use the more arrow if you want to see more skills).
- vii. Click the button 'done adding skills'

SKILLS MATCH ACTIVITY

YOUR MATCHES

Scroll down the page to explore your matches. The match is based on skills you want and have using a 1- to 5-star rating system. More stars indicate you have already begun preparing for that career!

Select the 'view details' link for more information.

Top In-demand Skills

Grid view vs List view is really a matter of personal taste. You can click on the "Grid - List" button to switch views. The grid view offers you a look at your skill intensity with orange squares indicating skills you want and green circles indicating skills you have. The list view offers the same icons but within a text box which also includes the name of the skill. If you are not familiar you with a skill in the list view, you can click on it and select the "info" icon. This will take you to a page that not only gives you a definition of the skill, but it also tells you:

- Other related skills
- Top job titles that use that skill
- The top companies posting jobs for employees with that skill
- How many jobs were posted for that skill in the LAST 6 MONTHS
- Job posting trends and even live job postings

Educational Opportunities

This time, you have two views that give you access to different levels of information. If you want to identify programs to apply to then you will select "programs". If you are already enrolled and have selected a major, perhaps you are looking for "courses" that will help you build skills needed for a particular job.

Job Postings

You can input a zip code close to where you live, where you want to work, or even close to the school. The job posting areas lets you search job postings using the skill information that you selected earlier. This gives you a great deal of information to assist in planning for your career. This is a lot of information however you are not alone. The Career Center, the Workforce Integration Center, University Advising, and Student Life are all departments on campus that will help you navigate this plan!

EXTRA CREDIT

Please complete the survey to receive extra credit for a class, participate in the competition, or indicate interest in the Workforce Integration Institute inaugural cohort: baseline.campuslabs.com/csudh/skillsmatch101

QUESTIONS?

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The logo for California State University, Dominguez Hills (CSUDH). The letters "CSUDH" are displayed in a bold, sans-serif font. The "C", "S", and "D" are white, while the "U" and "H" are a dark red color.