



Maricopa County Human Services Department

News Release

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FOR IMMEDIATE RELEASE

Take Inventory!

In 2005, many job seekers noticed a positive change in the economy. This change added several new jobs to Arizona's job market. With an abundance of new opportunities available, now may be a good time to evaluate whether or not that career change you've been contemplating is feasible.

Before taking the plunge, however, you should identify your current skills and how they'll transfer to the various career opportunities you've been considering. Below are several tips on how to identify your marketable skills:

Take note. Develop a list of your transferable skills. Transferable skills are those you've acquired through jobs, coursework, parenting, hobbies, and activities. Sometimes it's easier to write down jobs you've held and then list the tasks required to complete the job. Remember, volunteer efforts count. You may have been responsible for coordinating a task that made a tremendous impact in your community. Don't overlook these skills.

Assessment services. If you're interested in making a career change but don't know what types of occupations may be best suited for you, try an assessment test. Maricopa Workforce Connections offers an array of assessment tests at the Gilbert Career Center located at 735 N. Gilbert Road. Assessments help you evaluate your interest, skills, values and which types of working conditions you're most productive in.

Do your homework. Before you rush into anything, make sure you research your new field of interest. Check out employer's hiring in this field, salary ranges, education requirements, and necessary experience. Informational interviews also provide invaluable insight that you may not otherwise receive on a Web site.

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