



**Student Lesson , Know How Skills: Your Ticket to a Good Job**  
 Before you begin, click here to print the lesson [Worksheet !](#)

## Did you know?

A student's GPA is not the most important hiring criteria for most employers. In fact, employers ranked GPA as seventeenth on a list of twenty skills or qualities for job candidates. Employers want to hire people who do well in college and have marketable or [employability skills](#). If you are looking to land a great job you need to have a good education, good grades and good skills. If you are not sure what skills employers want, take a look at the outline of , [10 Things Employers Want You to Learn in College](#). Next, review, [Job Outlook 2005](#). By studying these resources, you will have a better idea of what employers are looking for as they seek to hire the best talent for their organizations.

## What's Your "Know-How Skills" Score?

If you want to extend and compliment your education and build important workplace skills in the process, here a several suggestions to help you accomplish that.

1. Go to this site and download the four page " [Know How Skills Assessment](#) ". It lists 39 specific skills divided into 10 categories.
2. Rate yourself on each of the 39 skills- using 1-10 scale, ten as the highest score.
3. Add up your score in each of the ten areas, and divide your score by the number of skill sets in the group. Enter your score for each section.
4. When you are done, add the scores for all ten sections and that is your total "Know-How Skills" number. Be sure to enter this number on your worksheet.

## How Can You Gather the Evidence?

Now comes the most important part of this exercise. What do you plan to do with the information? How do you plan to improve and build more "Know-How Skills"? Just as important, how are you going to document the process? Employers want more than just your word that you have specific skill sets. They want [evidence](#) , proof of what you can do. Begin building a [portfolio](#) and add your accomplishments, both major and minor, to it to more accurately track the skills you are building.

## What Should You Do Next?

Building your marketable skills will not only help you get a great job, but also help you get better grades in college and be more effective and efficient in your personal life. Make a commitment to revisit this assessment on a monthly basis to update your plans and track your accomplishments. Keep growing and documenting the process. You'll be amazed at what happens.

