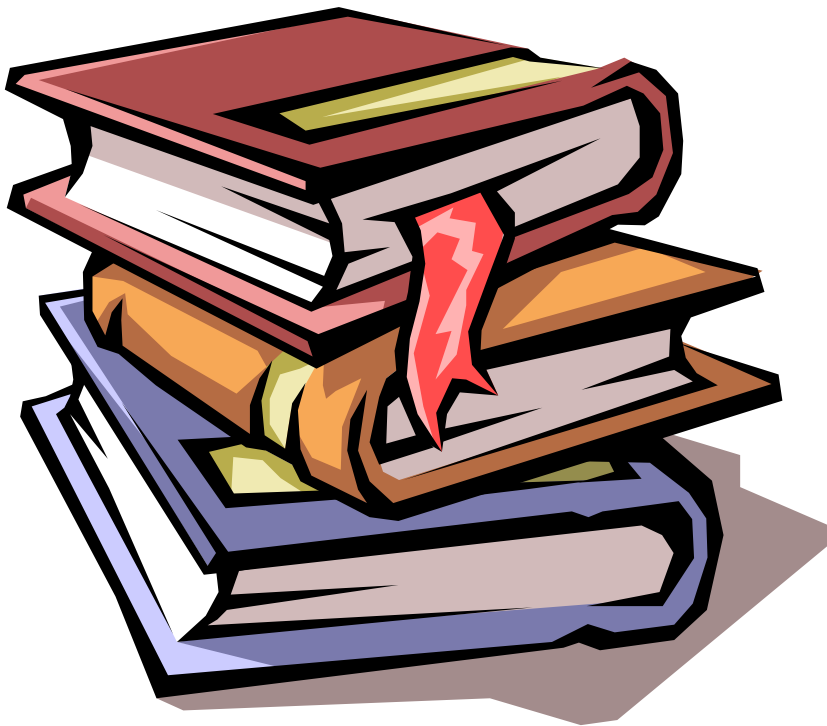


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MANAGER I SKILL ANALYSIS WORKBOOK

(Skills you've developed which indicate that you can successfully BECOME a MGR I)



Oral Interview/Hiring Interview Preparation: Employee Skill Set Self-Analysis

This is a different way of making applicants examine their own unique attributes. It helps them think about all the skills they have, their experience, the things they've learned, their abilities, etc. This method takes the respective Opportunity Bulletin and the official Personnel Board Classification Specifications, and breaks each one down into either paragraph or page headings.

Under each Paragraph or page heading there are lines for applicants to write in exactly **HOW they comply** with that heading; exactly what training or experience they have that is covered/implied by that heading; any special skills they have which might be related to that heading, etc. **THIS** is where an Asset File and/or a good memory comes in very handy.

This is a multiple day/week exercise. Perhaps one read through, making a few notes under each heading could be accomplished in one sitting (maybe not). Bit by bit, over a week or so, applicants should write **SOMETHING** under each heading...the more they have under each heading, the more they'll store in the back of their minds for the dreaded Oral Interview or Hiring Interview.

Once **ALL** of the headings are 'completed', the applicant should work on the questions listed on the last two pages. The more times an applicant writes down words, phrases, or sentences about their own skill set as it relates to a job they are going for, the more those job-specific words, phrases or sentences will imprint on the applicant's memory. **THEN**, when the need is greatest, in the middle of the oral exam or hiring interview, the greater the odds that the right words will float up through the fear and the panic.

Any applicant who has trouble on Hiring Interviews or when they facing a QAP board, should benefit from this exercise....**IF** they go through it as outlined (If instead, they read through it once & forget about it until the night before, then it's obvious **WHY** they have troubles in oral interviews...).

End words.

Now. NOW...In theory you've worked your way through this skills analysis, thinking carefully about ALL of the skills it took for you to perform each job; about all of the abilities you had and have learned; about all of the qualifications you possess in order to reach the next step in your upward mobility goals. AND, you've written them all down; FIRST in stray phrases & clauses, and then later in whole, complete, great sounding sentences. If you've done all this, then you probably have a wonderful study guide in your hands, which will help you focus on your next QAP appearance or Hiring Interview.

But. BUT....What if there are some blank pages in this workbook? What if you only have ONE (possibly weak) example where you exhibited a certain skill or showed a specific ability? What if you can't think of ANY example (with relevant results attached to it) for some sections at all?

Then, THEN, you hold in your hands a roadmap which shows you EXACTLY where you have to go & what you have to do in order to fill in that blank page. If you have a deficit of experience or learning, it could be holding you back from that next promotion. If you're serious about moving up the ladder, you need to fill in any blank pages. Use this book to self-identify your "weak areas" and actively seek out experiences, projects, assignments, etc., which will force you to learn that skill, develop that ability, GAIN THAT EXPERIENCE.

YOU are most responsible for your own Upward Mobility, followed immediately by your immediate supervisor. Get with that person. Explain the areas in which this workbook indicates you might need further development. Seek or invent a project/assignment that will assist you in the quest for any needed skill/attributes/abilities/whatever. There are MANY Supervisors, Managers, and Administrators throughout the state who are vitally interested in helping you, EVEN if they don't even know you; it's the Upward Mobility Program they know & actively work at. Their allegiance to that program *drives them* to help anyone and everyone (this workbook and the concepts behind it were developed by 3 such driven individuals...). Ask around; you'll find someone to help you fill in the blanks in very short order.

Good luck in the next step. Remember that luck is defined as 'WHEN PREPARATION MEETS OPPORTUNITY'. The Department does provide wide-ranging opportunities; do YOUR PART and prepare for your own future.

-The Usual Gang of Managers & Supervisors