



## Transferrable Skills Quick Reference Guide

As the economy shifts, state, local, and regional level agencies, workforce development boards, educational organizations, and community-based organizations are grappling with reviewing and analyzing rapidly evolving labor market information. In the past year, some organizations may have planned to support a specific set of job training and stackable credentials opportunities that may no longer be aligned with industry demand. Additionally, the recently unemployed may need to consider a change of occupation or career pathway within an industry subsector, or a move to an entirely new industry sector. As a result, there is an opportunity to help job seekers identify transferrable skill sets that can help move them more quickly toward employment in new demand occupations and industries.

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### Workforce Supply and Demand

In periods of economic change, local areas and regions must reassess industry demand, skill gaps, and the workforce, education, and training response to help those who are newly unemployed. Regional economic shifts may mean that some industries and occupational clusters decline while others grow. States and local areas should continue to focus on [Labor Market Information](#) as a guide but will also need to partner with industry and business partners to understand shifting demand in real time.

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### Job Seeker Tools & Opportunities

In an environment of growing unemployment it is important to identify strategies best to prepare job seekers for finding employment. Reassessing skills as well as pathways provides an opportunity to help students and job seekers understand how their skills might fit within an industry, and what education, training, or certifications might enable them to transition into new occupations and industries.

The following tools can be used by job/career counselors/advisors with job seekers and students as they discuss what other industries may have a need for their skills.

#### *mySkills myFuture*

[mySkills myFuture](#), is the Employment and Training Administration's (ETA) skills transferability tool, developed by [CareerOneStop](#). [mySkills myFuture](#) helps laid-off workers and other career changers explore new careers that may use the skills and experience gained in previous jobs. Job seekers can enter their current or previous job title and get a list of career matches that use similar skills.





### *My Next Move*

[My Next Move](#) is another tool for Job Seekers and Students. [My Next Move](#) is an interactive tool for job seekers and students to learn more about their career options. [My Next Move](#) has tasks, skills, salary information, and more for over 900 different careers. Users can find careers through keyword search; by browsing industries that employ different types of workers; or through the O\*NET Interest Profiler, a tool that offers personalized career suggestions based on a person's interests and level of work experience.



### *My Reemployment Plan*

The [My Reemployment Plan](#) is a generic, interactive job search guide, a “road map” that can be adapted to the specific requirements and various economies of states and regions. It outlines proven steps to successful reemployment in a 21st century job market and may be used by jobseekers directly or as a case management tool for professional workforce development staff.

As a companion to the My Reemployment Plan guide, an animated video series has been created to aid job seekers with the steps involved in their job search. From setting goals to having a successful interview, these videos highlight important reemployment topics and correspond to sections within the [My Reemployment Guide](#). Job seekers or professional workforce development staff can use these videos as another tool to highlight various aspects of the job search. Watch the entire series from the list below or select certain ones of particular interest.

### *CareerOneStop Worker ReEmployment*

[CareerOneStop's Knowledge Skills and Abilities](#) pages provides the job seeker with a basic understanding of transferrable skills and the process of inventorying jobs, skills, and abilities.

An [overview](#) and a [skills assessment](#) can also be found in these pages. Also see [Worker ReEmployment](#) for your one-stop site for employment, training and financial help after a layoff.



### *O\*NET OnLine*

[O\\*NET OnLine](#) is often the first place to start when learning about occupational competencies. [O\\*NET OnLine](#) allows users to browse occupational information, explore data concerning growth projections, and gather competency information on occupations. The O\*NET Program is the nation's primary source of occupational information. Valid data are essential to understanding the rapidly changing nature of work and how it impacts the workforce and U.S. economy.



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## **Business Tools & Opportunities**

Identifying and mapping transferrable skills both for businesses to identify the right talent to fill their skill gaps, and for students and job seekers to consider opportunities they had not previously envisioned can provide solutions.



### *Competency Model Clearinghouse*

The [Competency Model Clearinghouse](#) offers a quick inventory of the knowledge, skills, and abilities required for employment within particular industries, and can be used as a guide for discussion.

Regional workforce program planning requires an analysis of the skill needs of employers, the skills of the available labor force, and the education and training programs currently in place. To



analyze these characteristics, workforce developers build an interdisciplinary team of workforce system professionals, businesses, economic developers, and educators.

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## Partnership Planning Tools & Resources

As some industries decline and others grow, we will want to be able to pivot quickly. As boards and agencies work with educators to plan training and instruction, the identification of transferrable skills between occupations and industries can also inform the rapid creation and support for new or revised short-term credentials, micro-credentials, and on the job training programs.

### *Michigan State and Regional Framework*

[Michigan's state and regional framework](#) is a tool for creating career pathways that include step-by-step instructions and examples of pathways already developed. This tool can be used by partners planning for revising existing career pathways, identifying gaps, or developing new pathways.

Other Career Pathway Tools can be found on the [Career Pathways Community of Practice](#), including the [Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development](#) and links to [Federal Career Pathways Resources and Tools](#).