

I-Match Analysis Profile

Name _____ Date _____ Student ID# _____

Age _____ Phone number _____ Email Address _____

Status (enrolled or non-enrolled) _____ Do You Have a HS Diploma, GED, or College Degree? _____

City you live in _____ How far (miles) would you consider traveling for work? _____

Are you currently employed? _____ If yes, what are your working hours currently? _____

What are your class schedule hours? _____

Work availability (Select all that apply: part time, full time, seasonal, and temporary)? _____

What is your target time you want to work (Example: 8am – 5pm)? _____

Preferred shift (Select all that apply: mornings, afternoons, swing, nights, and graveyard)? _____

Do you have a valid driver's license (Y - N)? _____

Do you have your own reliable source of transportation or do you use the bus system? _____

What is an acceptable starting wage? _____

Prior Work Experience

Below is a list of some prior work experiences you may have done. Please check those that apply

	How long?
___ Auto Repair	_____
___ Business / Office	_____
___ Child / Elder / Disabled Care	_____
___ CIS / Technical	_____
___ Construction / Industrial	_____
___ Customer Service	_____
___ Dental	_____
___ Food Service	_____
___ Health Care	_____
___ Housekeeping / Janitorial	_____
___ Landscaping / Yardwork	_____
___ Management	_____
___ Maintenance	_____
___ Retail	_____
___ Other _____	_____

Select Up to 3 Survival Jobs of Interests Below

- Accounting
- Administration
- Administrative Assistant
- Animal Services
- Arts & Design
- Athletics & Fitness
- Auditor
- Automotive
- Banking
- Building & Grounds Maintenance
- Building & Safety
- Building Maintenance
- Business
- Call Center
- Child Care
- Clerical & Data Entry
- Communications
- Community & Social Services
- Construction Maintenance
- Construction Trades
- Counseling
- Criminology
- Custodial
- Customer Service
- Dental
- Education
- Engineering
- Environmental
- Facility Management
- Finance
- Fire & EMS
- Food Services
- Forestry
- Geology / Hydrology
- Graphic Arts
- Grounds & Landscaping
- Health Care
- Health Sciences
- Health Services
- Higher Education
- Horticulture
- Hospitality and Tourism
- Human Resources
- Human Services
- IT and Computers
- Industrial
- Journalism
- Laboratory
- Law Enforcement
- Legal
- Maintenance
- Management
- Manufacturing
- Marketing
- Media
- Medical
- Medical Billing & Coding
- Paramedic
- Nursing
- Office
- Support
- Payroll
- Production
- Public Safety
- Purchasing
- Receptionist
- Retail
- Sales
- Security
- Sports & Physical Education
- Student Services
- Transportation
- Veteran Services
- Warehouse
- Web Design

List up to 3 survival jobs you selected to work in

List up to 3 job fields you wouldn't want to work in

Skills Inventory

Put an **X** by all the related skills you have from working experience in all three sections below. Leave Blank for **Non-Experienced**.

Functional or **Transferable** skills related to **Working with People**

- | | |
|---|--|
| <input type="checkbox"/> Delegate | <input type="checkbox"/> Nursing/Child Care |
| <input type="checkbox"/> Motivate | <input type="checkbox"/> Consult / Advise |
| <input type="checkbox"/> Oral Communication | <input type="checkbox"/> Social/Hosting Skills |
| <input type="checkbox"/> Written Communication | <input type="checkbox"/> Supervise/Manage |
| <input type="checkbox"/> Develop Rapport | <input type="checkbox"/> Persuade/Influence |
| <input type="checkbox"/> Handle Complaints | <input type="checkbox"/> Train |
| <input type="checkbox"/> Counsel | <input type="checkbox"/> Organize |
| <input type="checkbox"/> Listen | <input type="checkbox"/> Recruit |
| <input type="checkbox"/> Teach / Instruct | <input type="checkbox"/> Sell |
| <input type="checkbox"/> Coordinate Events | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Arrange for Meetings | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Plan – Meetings or Workshops | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> Plan – Goal Setting/Projections | <input type="checkbox"/> Financial Management |
| <input type="checkbox"/> Facilitate Groups or Discussions | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Collaborate | <input type="checkbox"/> Promote |

Functional or **Transferable** skills related to working with **Objects or Things**

- | | |
|--|---|
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Physical Coordination |
| <input type="checkbox"/> Precision Work | <input type="checkbox"/> Manual Dexterity |
| <input type="checkbox"/> Use of Hand Tools | <input type="checkbox"/> Use of Office Machines |
| <input type="checkbox"/> Handle Objects | <input type="checkbox"/> Appraise / Estimate |
| <input type="checkbox"/> Machine or Manual Skills | <input type="checkbox"/> Assemble |
| <input type="checkbox"/> Creative Use of Materials | <input type="checkbox"/> Inspect |
| <input type="checkbox"/> Build / Construct | <input type="checkbox"/> Distribute |
| <input type="checkbox"/> Repair / Maintain | <input type="checkbox"/> Measure |
| <input type="checkbox"/> Mechanical Ability | <input type="checkbox"/> Craft Skills |
| <input type="checkbox"/> Operate Equipment | <input type="checkbox"/> Lifting / Loading |

Functional or **Transferable** skills related to **Data / Ideas / Information**

- | | |
|---|--|
| <input type="checkbox"/> Accounting / Record Keeping | <input type="checkbox"/> Develop Ideas |
| <input type="checkbox"/> Copy / Duplicate | <input type="checkbox"/> Analyze |
| <input type="checkbox"/> Store / Retrieve | <input type="checkbox"/> Financial Management |
| <input type="checkbox"/> Purchase | <input type="checkbox"/> Budget |
| <input type="checkbox"/> Calculate / Numerical Skills | <input type="checkbox"/> Design |
| <input type="checkbox"/> Accurate / Attention to Detail | <input type="checkbox"/> Visual / Imaging |
| <input type="checkbox"/> Plan (Utilizing Information) | <input type="checkbox"/> Computer / Office Equipment |
| <input type="checkbox"/> Write Composition | <input type="checkbox"/> Observe |
| <input type="checkbox"/> Gather Information | <input type="checkbox"/> Clerical Skills |
| <input type="checkbox"/> Research | <input type="checkbox"/> Diagnose |
| <input type="checkbox"/> Read / Study | <input type="checkbox"/> Describe |
| <input type="checkbox"/> Improve / Adapt | <input type="checkbox"/> Proofread |
| <input type="checkbox"/> Organize / Synthesize Data | <input type="checkbox"/> Edit |

Functional Skills Inventory Analysis from 1, 2, & 3

List up to 3 of my most outstanding skills I relate to from each category above

Working with People

1. _____

2. _____

3. _____

Objects / Things

1. _____

2. _____

3. _____

Data / Ideas / Information

1. _____

2. _____

3. _____