



My SKILLSfuture

User Guide on 'Know Yourself'
(Secondary)

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1 KNOW YOURSELF

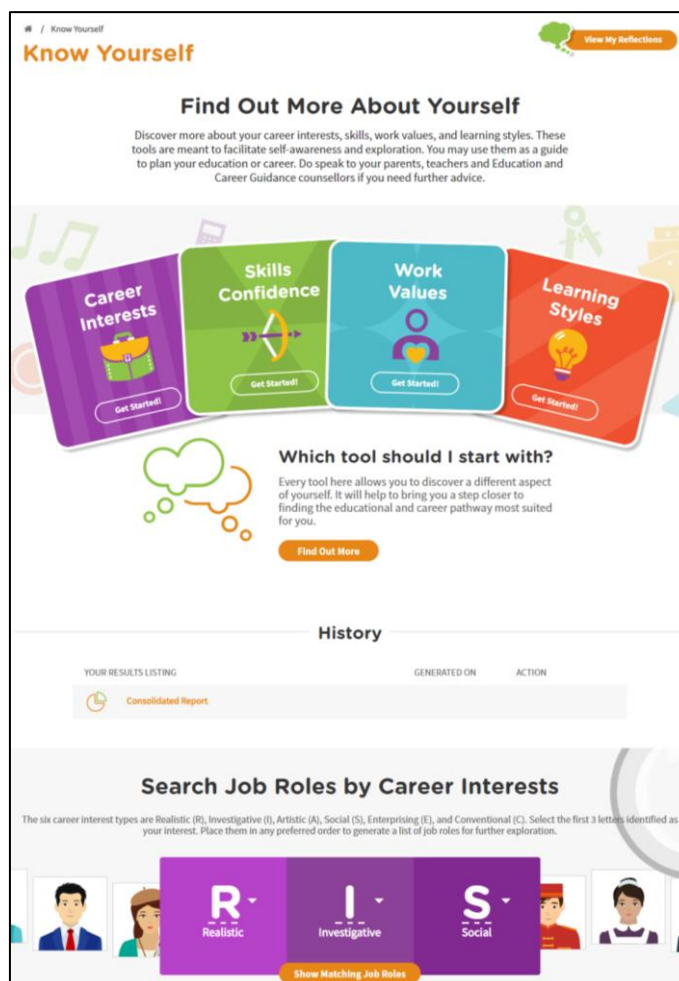


Figure 1-1: Know Yourself (After Login)

The **Know Yourself** section helps you discover more about your **Career Interests**, **Skills Confidence**, **Work Values** and **Learning Styles** through these 4 tools:

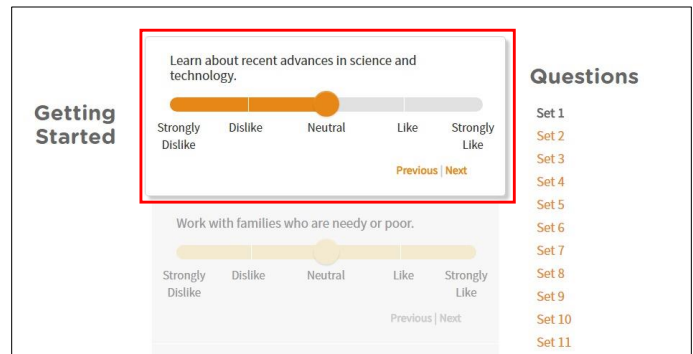
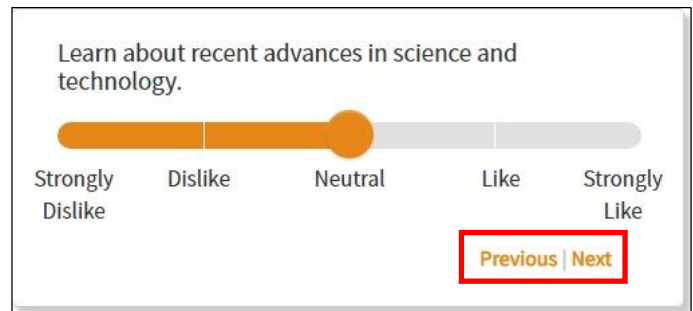
- Career Interests – Find your Holland Personality type related to career interests
- Skills Confidence – Find your Holland Personality type related to your confidence in skills
- Work Values – Find your work values and the types of work you will find satisfying and rewarding
- Learning Styles – Find out your learning styles based on a rank-ordered profile of the styles

1.1 CAREER INTERESTS

<p>1. Click on Get Started, under Career Interests.</p>	
<p>2. The Career Interests tool consists of 11 sets of Questions with each set having 6 statements.</p> <p>Take the Tool in Classic or Drag and Drop style.</p> <p>Indicate your preference of Strongly Dislike to Strongly Like via two ways:</p> <ul style="list-style-type: none"> • Classic – Click on the scale • Drag and Drop – Click and drag the icon 	

3. Click **Next** to lead you to the next statement. Click **Previous** to go back to previous question.

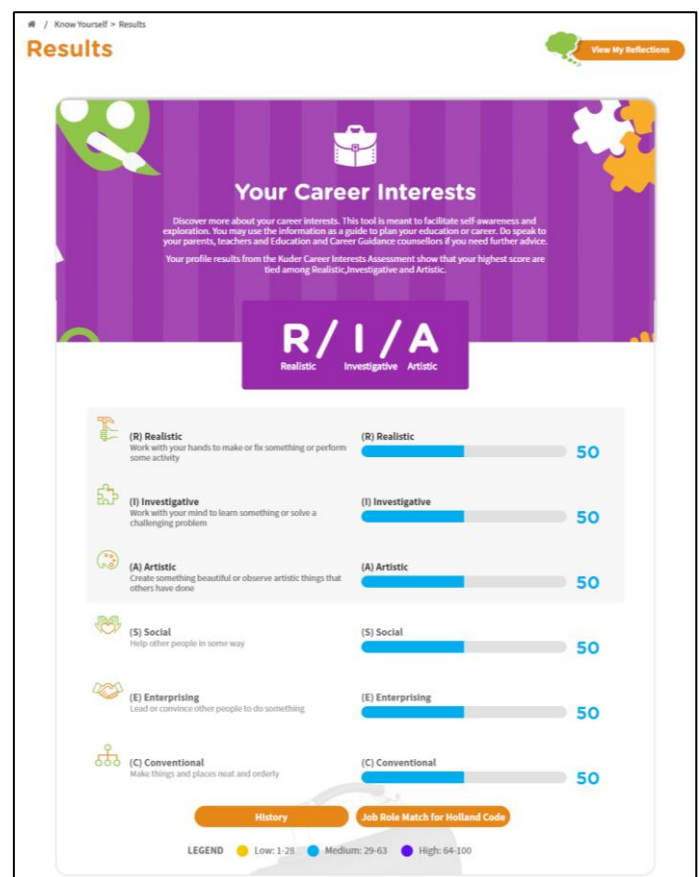
The next question is highlighted.



4. After you have completed the tool, the **Results** are displayed, including your Holland Personality types.

Holland Personality types:

- Expressed as a three-letter Holland Code, such as RCE, SEA, IER, etc.
- The **first letter** describes your highest Holland Code and interests
- The **second and third letters** describe interests and personality characteristics in descending order from the highest interest area to the lowest interest area



	<ul style="list-style-type: none"> Scored by low, medium and high on a scale from 1 – 100 with Low (1 – 28), Medium (29 – 63) and High (64 – 100) 	
<p>5. Click on Job Role Match for Holland Code to see the Matching Job Roles for your Holland Code.</p> <p>You can also view Suitable Job Roles and Related Industries that match your Holland Code.</p>		

6. Click on a job role to view the details of the job.

Example: Click on the “Marketing Communications Executive” job role.

The **Job Roles Detail** page is displayed in a new browser window.

The screenshot shows the 'Marketing Communications Executive' job role detail page. It includes a header with the job title and a 'Job Role Key Information' sidebar. The main content area features a 'Job Role Description' with an image of three business professionals shaking hands, followed by a list of tasks. At the bottom, there are sections for 'Compatibility' (a bar chart showing scores for various interests), 'Career Progression Pathway' (a vertical flowchart showing progression from Marketing Communications Officer to Public Relations Manager), and 'Course / Programme Listing' (a section for related courses).

Job Role Key Information

- Alternate Job Title: Assistant Marketing Communications Manager, Assistant Public Relations Manager, Marketing Executive
- Sub-Industry: Hotel
- Track: Sales and Marketing
- Fields of Study: Marketing
- Qualification: At least 1 GCE 'O' Level pass
- Monthly Salary: \$2,000.00 - \$2,800.00 (25th to 75th percentile*)

Job Role Description

The Assistant Public Relations Manager/Assistant Marketing Communications Manager/Marketing Executive/Marketing Communications Executive advertises, promotes and supports public relations initiatives. He/She upholds the brand of the property. In turn, brand guidelines must be followed.

He/She also helps to create marketing material. Information kits must be made for events, tours and meetings. He/She updates the website with any new information if necessary. He/She also helps with media queries. He/She arranges for briefings, contributes to relations efforts and oversees media coverage. He/She also identifies areas that affect branding.

He/She must oversee all social media. All reviews should be responded to. He/She also helps with promotions or special events. He/She maintains the special events and campaign calendar. He/She also arranges with vendors for gift premiums and creation of marketing tools.

Tasks

- Aid communication and engagement.
- Aid effective work teams.
- Aid marketing campaigns.
- Do market research.
- Enact process improvement change.
- Ensure sustainable business operations through adoption of environmental practices.
- Form relationships for guest confidence.
- Gain industry knowledge.
- Maintain personal image and emotional competence to manage self and team.
- Manage online information.
- Monitor social media.
- Oversee guest experiences.
- Prepare sales and marketing tools.
- Produce, receive and act on public relations communications.
- Record project processes and outcomes.
- Resolve guest concerns.
- Use basic negotiation skills.
- Use principles of revenue management.
- Write reports.

Compatibility

Interest Type	Score
R (Real Career Interests)	50
I (This Job Role's Interest Type)	6
J	50
A	67
S	45
E	50
C	100
C	45

Career Progression Pathway

- Public Relations Manager
- Marketing Communications Executive
- Marketing Communications Officer

Course / Programme Listing

Not applicable

1.2 SKILLS CONFIDENCE

<p>1. Click on Get Started under Skills Confidence.</p>	<p>Which tool should I start with? Every tool here allows you to discover a different aspect of yourself. It will help to bring you a step closer to finding the educational and career pathway most suited for you.</p> <p>Find Out More</p>
<p>2. The Skills Confidence tool consists of 12 sets of Questions with each set having 6 statements.</p> <p>Indicate your confidence of Cannot do at all to Completely certain can do via two ways:</p> <ul style="list-style-type: none"> • Classic – Click on the scale • Drag and Drop – Click and drag the icon 	<p>Which tool should I start with? Every tool here allows you to discover a different aspect of yourself. It will help to bring you a step closer to finding the educational and career pathway most suited for you.</p> <p>Find Out More</p> <div data-bbox="884 1088 1342 1317"> <p>Read several scientific articles and write a concise summary</p> <p>Cannot do at all Slightly certain can do Moderately certain can do Very certain can do Completely certain can do</p> <p>Next</p> </div> <div data-bbox="884 1339 1342 1503"> <p>Drag and drop your desired answer to the questions below.</p> <p>Cannot do at all Slightly certain can do Moderately certain can do Very certain can do Completely certain can do</p> </div> <div data-bbox="884 1525 1342 1659"> <p>Read several scientific articles and write a concise summary</p> <p>Very certain can do</p> <p>Next</p> </div>
<p>3. Click Next to lead you to the next statement. Click Previous to go back to the previous question.</p>	<p>Read several scientific articles and write a concise summary</p> <p>Cannot do at all Slightly certain can do Moderately certain can do Very certain can do Completely certain can do</p> <p>Next</p>

<p>The next question is highlighted.</p>	
<p>4. After you have completed the tool, the Results will be displayed, including your Holland Personality types.</p> <p>Holland Personality types:</p> <ul style="list-style-type: none"> Expressed as a three-letter Holland Code, such as RCE, SEA, IER, etc. The first letter describes your highest Holland Code and interests The second and third letters describe interests and personality characteristics in descending order from the highest interest area to the lowest interest area Scored by low, medium, and high on a scale from 1 – 100 with Low (1 – 28), Medium (29 – 63) and High (64 – 100) 	
<p>5. Click on Job Role Match for Holland Code to see the Matching Job Roles for your Holland Code.</p>	

You can also view **Suitable Job Roles and Related Industries** that match your Holland Code.

Home / Know Yourself / Matching Job Roles

Matching Job Roles

Search Job Roles by Career Interests

The six career interest types are Realistic (R), Investigative (I), Artistic (A), Social (S), Enterprising (E), and Conventional (C). Select the first 2 letters identified as your interest. Place them in any preferred order to generate a list of job roles for further exploration.

Artistic (A) Realistic (R) Investigative (I)

Show Matching Job Roles

Matching Job Roles:

- Planner [A][I][R]
- 3D Animator [A][I][R]
- 3D Modeler [A][I][R]
- Architect [A][I][R]
- Commercial Artist [A][I][R]
- Composer [A][I][R]
- Graphic Designer [A][I][R]
- Retail Merchandiser [A][I][R]
- Landscape Architect [A][I][R]
- Landscape Designer [A][I][R]
- Landscape Manager (Landscape Design & Construction) [A][I][R]
- Landscape Operations Officer [A][I][R]
- Landscape Technician [A][I][R]
- Lighting Artist [A][I][R]
- Model Maker [A][I][R]
- Park Manager [A][I][R]
- Parks Officer [A][I][R]

6. Click on a job role to view the details of the job.

Example: Click on the “Architect” job role.

The **Job Roles Detail** page is displayed in a new browser window.

The screenshot shows the 'Architect' job role detail page. It includes a 'Job Role Key Information' sidebar with details like Title (Design Architect), Sub-Industry (Architecture), Fields of Study (Architecture), and Qualification (Bachelor's Degree or Equivalent). The main content area features a 'Job Role Description' with an image of an architect working at a desk, a list of 'Tasks' such as 'Accountable for the clients' needs and purposes of construction', and a 'Compatibility' chart showing scores for various interest types (R, I, A, S, E, C). At the bottom, there are sections for 'Career Progression Pathway' and 'Course / Programme Listing' with a 'View More Course' button.

1.3 WORK VALUES

<p>1.</p>	<p>Click on Get Started, under Work Values.</p>	
<p>2.</p>	<p>The Work Values tool consists of 12 sets of Questions with each set having 6 statements.</p> <p>Indicate your preference of Not important at all to Crucial via two ways:</p> <ul style="list-style-type: none"> • Classic – Click on the scale • Drag and Drop – Click and drag the icon 	
<p>3.</p>	<p>Click Next to lead you to the next statement. Click Previous to go back to the previous question.</p>	

	<p>The next question is highlighted.</p>																											
<p>4.</p>	<p>Once you have completed the questions, the Work Values results will be displayed.</p>	<table border="1"> <thead> <tr> <th>Work Value</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Security</td> <td>68</td> </tr> <tr> <td>Challenge</td> <td>59</td> </tr> <tr> <td>Co-Workers</td> <td>35</td> </tr> <tr> <td>Prestige</td> <td>34</td> </tr> <tr> <td>Achievement</td> <td>30</td> </tr> <tr> <td>Income</td> <td>26</td> </tr> <tr> <td>Creativity</td> <td>18</td> </tr> <tr> <td>Supervision</td> <td>15</td> </tr> <tr> <td>Workplace</td> <td>11</td> </tr> <tr> <td>Independence</td> <td>7</td> </tr> <tr> <td>Variety</td> <td>5</td> </tr> <tr> <td>Lifestyle</td> <td>1</td> </tr> </tbody> </table>	Work Value	Score	Security	68	Challenge	59	Co-Workers	35	Prestige	34	Achievement	30	Income	26	Creativity	18	Supervision	15	Workplace	11	Independence	7	Variety	5	Lifestyle	1
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1.4 LEARNING STYLES

<p>1. Click on Get Started, under Learning Styles.</p>	
<p>2. The Learning Styles tool consists of 10 sets of Questions with nine sets having 6 statements each and the tenth set with 9 statements.</p> <p>Indicate your preference of Strongly Disagree to Strongly Agree via two ways:</p> <ul style="list-style-type: none"> • Classic – Click on the scale • Drag and Drop – Click and drag the icon 	
<p>3. Click Next to lead you to the next statement. Click Previous to go back to the previous question.</p>	

<p>4. Once you have completed the questions, the Learning Style results will be displayed.</p> <p>Select the “Preferences Most Important to You” tab and click on a preference to view the details.</p> <p>Example: Click on the corresponding “√” symbol for “Not Teacher Motivated” preference.</p> <p>The additional details are displayed.</p>		

5. To view your other preferences, select the “Other Preferences” tab and click on a preference to view the details.
Example: Click on the corresponding “v” symbol for “Open Learning” preference.

Preferences Most Important to You
Other Preferences

These are areas where you show no strong preference.

Mobility
You have a moderate preference for moving around while learning.

Mobility

58

v

Open Learning
You have a moderate preference for open-ended learning. You like to work out the details for lessons and assignments yourself and not be restricted by specific guidelines. You probably like to take an exploratory approach to learning; you prefer to learn about topics as they come up rather than stick to one topic identified in the lesson. You like to choose your own methods and organise projects yourself. That kind of independence is good, but take care not to overlook any details your teachers require.

Open Learning

55

v

Some students prefer highly *structured* learning: step-by-step instructions for how to complete tasks, details of what resources to use, and specific guidelines for what their work should look like.

Other students prefer learning to *open-ended*: have choices about what steps to take, what resources to use, what sequence to learn things, and what their work should look like.

- Even though you prefer less structure and enjoy the freedom to be creative, be sure to follow the guidelines for assignments.
- Understand that sometimes things must be done according to detailed instructions – such as preparing tax returns, managing personal finances, completing certain employment tasks, complying with airline security, and so on.
- If you would like to do an assignment differently, talk to your teacher. There may be room for some flexibility as long as you cover the main objectives of the assignment.

No Tactile
You have a moderate preference for little or no tactile learning. Hands-on activities and touching or feeling objects are less effective ways for you to learn.

No Tactile

52

v

Casual Setting
You have a moderate preference for a casual setting while learning. When you study or learn, you like to recline on a comfortable chair or sofa, or even on the floor. You may even like to study while lying in bed. This helps you to concentrate and achieve better results.

Casual Setting

41

v

Quiet
You moderately prefer a quiet environment for learning. You sometimes find it distracting if there's noise in the background or people walking around. Your concentration is best when you're by yourself or in a very quiet, private place.

Quiet

32

v

Self Motivated
You are a mostly self-motivated learner. You usually like what you do

Self Motivated

23

v

1.5 MY REFLECTIONS (KNOW YOURSELF)

Record your thoughts on **Know Yourself** via **My Reflections**.

<p>1. Click View My Reflections.</p>	<p>The screenshot shows the 'Know Yourself' section of the MySkillsFuture portal. At the top, there are navigation links: Overview, My Profile, My ePortfolio, My Goals, and Prepare for Work. Below this, the 'Know Yourself' title is displayed. A red box highlights a button labeled 'View My Reflections'. Below the button, the text reads 'Find Out More About Yourself' and 'Discover more about your career interests, skills, work values, and learning styles. These'.</p>
<p>2. Record your thoughts by answering the questions.</p>	<p>The screenshot shows the 'My Reflections' questionnaire page. The title 'My Reflections' is at the top, followed by the text: 'Reflection questions are open-ended questions that will guide you in looking back on the things you have learnt, and how you have learnt them.' Below this is a progress bar showing '0% Complete'. The questionnaire consists of four questions, each with a text input field and 'Next' or 'Previous Next' buttons:</p> <ul style="list-style-type: none"> Question 1: 'What are your interests, abilities and passion? How would they affect your education and career choices?' (Next button) Question 2: 'What do you value most at home and in school? Why?' (Previous Next button) Question 3: 'What are some tasks you enjoy or dislike doing? Why?' (Previous Next button) Question 4: 'People around you say you enjoy' (Previous button) <p>At the bottom of the page, there is a 'Save Progress' button.</p>