



Understanding & Finding Essential Skills Profiles

Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. The nine Essential Skills listed by the Government of Canada are:

- ◆ reading text
- ◆ numeracy
- ◆ computer use
- ◆ thinking skills (problem solving, decision making, critical thinking, job task planning and organizing, significant use of memory and finding information)
- ◆ document use
- ◆ oral communication
- ◆ continuous learning
- ◆ writing
- ◆ working with others











Essential Skills Profiles break down specific jobs into the nine Essential Skills generally performed by workers in an occupation. They also provide complexity levels for each task, between 1 (basic) and 5 (advanced).

The Essential Skills Profiles can be used to:

- Help determine, based on skill sets, which career may best suit a particular individual.
- Assist job seekers to write a résumé or prepare for a job interview.
- Help employers to create a job posting.

1. Have a look at the Essential Skills Profiles by visiting:
www.jobbank.gc.ca/es_all-eng.do .

2. After you have explored the site a little, find the Essential Skills Profile for a butcher. Click on the different Essential Skills icons to see what skills are required, and the types of tasks they would be used for. Note the number after each entry, indicating what level of skills is needed.

	Reading
	Document Use
	Writing
	Numeracy
	Oral Communication
	Thinking
	Digital Technology
	Additional Information



Name: _____ Date: _____

3. Find the Essential Skills Profile for a baker, and answer the following questions:

- a) Looking at the tasks required in this job, what is the highest skill level needed? _____
- b) What skill-set has the most entries listed under it? _____
- c) Which of the skills required in this job surprise you?

4. Find the Essential Skills Profile for a cabinet maker, and answer the following questions:

- a) Looking at the tasks required in this job, what is the highest skill level needed? _____
- b) Which of the skills required in this job surprise you? _____

5. Look up the Essential Skills Profile for a job that interests you, and answer the following:

- a) What is the job you are interested in? _____
- b) What Essential Skills do you think you personally would need to work on most to be able to do this job?

Evaluation of This Tool

Did you find this online tool helpful? Yes No

Would you use this tool again? Yes No

Would you share information about this tool with friends? Yes No

Additional Comments: _____
