How To Use the *Cannabis Transferable Skills Assessment Tool*

USING THE TOOL

The *Cannabis Transferable Skills Assessment Tool* can be used to explore information in several ways and provides examples of relevant expected cannabis positions by:

- **Job Title:** Template job title for expected jobs with cannabis businesses.
- **Business Type:** Type of business for each job title.
- **License Type:** Cannabis license or permit required for businesses that may employ each job title.
- **Job Summary:** Summary of each expected cannabis job.
- **Job Skill Level:** Potential skill level required to obtain each expected job.
- **Template Job Description:** Link to a full job description for each expected job title.
- **Related ONET Titles:** ONET titles with related skills, knowledge, and experience requirements.

CONDUCT A SEARCH using the four selection boxes at the top of the tool.

1. **Select a Skill** to choose skills or knowledge you have developed during prior work.

2. **Select Interests** to identify areas of general work interest.

- Conventional: jobs that involve working with data, clerical tasks, numerical ability, carrying things out in detail, or following instructions.
- Enterprising: jobs where you work with people to influence, perform, persuade, or lead for organizational goals or economic gain.
- Investigative: jobs that involve observing, learning, investigation, analyzing, evaluating, or solving problems.
- Realistic: jobs that involve athletic or mechanical ability, working with objects, machines, tools, plants or animals, or being outdoors.
- Social: jobs that involve working to inform, help, train, enlighten, develop, or cure, or involve being skilled with words.

CONDUCT A SEARCH (continued)

3. **Select Job Skill Level** to narrow down results based on a desired position level with cannabis companies.

- Entry Level positions may not require prior cannabis work experience, training, or education.
- Experienced positions may require 1 to 3 years cannabis work experience, training, or education.
- Highly Skilled positions may require 2 to 6 years cannabis work experience, training, or education.

4. **Select Business Type(s)** that you would like to explore: Agriculture, Delivery & Distribution, Product Manufacturing, Retail & Hospitality, and/or Testing & Sampling

EXPORT RESULTS TO EXCEL using the Export buttons.

1. In the Results section, select one of the two Export buttons.

- The **Export Results to Excel** button will display all the information viewable on the tool, based on your search.
- The **Export Summary of User Selections** button will export the selections you have chosen in the selection boxes at the top of the tool.

2. Find the downloaded file to open it in Excel.