

IDENTIFY YOUR SKILLS



Career Planning & Resource Center

For each skill area, determine if you have the skill, want to use the skill, and/or want to learn the skill. There may be some skill areas for which you checkmark none of these categories and others you check all three.

When evaluating each of these skills think about...

- times you may have used the skill at work, school, home, play, etc.
- how easy or difficult that skill area is for you and if you seem to do better in that area than your peers
- why you believe you have that skill. Did you receive praise or recognized for an accomplishment?

	I Have	I Want to Use	I Want to Learn
Interpersonal Relations			
• Advising, counseling, interviewing	_____	_____	_____
• Assisting, protecting, providing physical care	_____	_____	_____
• Coordinating work w/ others	_____	_____	_____
• Supervising, directing, assessing	_____	_____	_____
• Demonstrate empathy, sensitivity, patience	_____	_____	_____
• Training, instructing, coaching	_____	_____	_____
• Care for and serve people; rehabilitate, heal	_____	_____	_____
• Encourage, empower or advocate for people	_____	_____	_____
• Talking to others to convey information effectively	_____	_____	_____
• Speaking in small groups	_____	_____	_____
• Handling complaints in person or over the phone	_____	_____	_____
• Communicating with diverse groups	_____	_____	_____
• Broadcasting, entertaining, presenting	_____	_____	_____
• Listen carefully and attentively	_____	_____	_____
Organizing/Researching			
• Developing ideas, plans or setting objectives	_____	_____	_____
• Gathering information, conducting research	_____	_____	_____
• Keeping records, cataloging	_____	_____	_____
• Classifying people or objects into categories	_____	_____	_____
• Making diagrams	_____	_____	_____
• Planning, making decisions	_____	_____	_____
• Setting up and keeping time schedules	_____	_____	_____
• Coordinating people, activities and details	_____	_____	_____
• Identifying and organizing tasks or information	_____	_____	_____
• Creating efficient systems	_____	_____	_____
• Comparing and evaluating information	_____	_____	_____
• Patiently searching for hard-to-find information	_____	_____	_____

	I Have	I Want to Use	I Want to Learn
Technical/Hands On			
• Designing equipment, developing systems	_____	_____	_____
• Doing precision work	_____	_____	_____
• Assembling, installing equipment to meet specifications	_____	_____	_____
• Using tools, measuring	_____	_____	_____
• Maintaining, inspecting, repairing	_____	_____	_____
• Operating machines or equipment	_____	_____	_____
• Using scientific or medical equipment	_____	_____	_____
• Repairing cars, bikes, or machines	_____	_____	_____
• Following written and oral instructions	_____	_____	_____
Analyzing/Investigative			
• Analyzing numerical data precisely	_____	_____	_____
• Calculating, computing, applying formulas	_____	_____	_____
• Developing budgets	_____	_____	_____
• Mathematical reasoning	_____	_____	_____
• Using scientific rules and methods to solve problems	_____	_____	_____
• Analyzing, interpreting, evaluating statistical data	_____	_____	_____
• Investigating clues	_____	_____	_____
• Using logic and reasoning to identify solutions	_____	_____	_____
Management/Leadership			
• Envisioning the future and leading change	_____	_____	_____
• Managing personnel, training, projects and time	_____	_____	_____
• Delegating responsibility	_____	_____	_____
• Increasing productivity and efficiency on budget and time	_____	_____	_____
• Demonstrating flexibility during crisis	_____	_____	_____
• Persuading, negotiating, selling	_____	_____	_____
• Mediating peace between conflicting parties	_____	_____	_____
• Persuading others to change their minds or behavior	_____	_____	_____
• Motivating, developing, directing people as they work	_____	_____	_____
Create/Innovate			
• Drafting, drawing, painting, sculpting	_____	_____	_____
• Performing, creating art	_____	_____	_____
• Expressing ideas or creating images through art form	_____	_____	_____
• Creating innovative solutions to complex problems	_____	_____	_____
• Spatial visualization of concepts and results	_____	_____	_____
Written Communication			
• Writing/preparing logically written reports or proposals	_____	_____	_____
• Demonstrating expertise in grammar and style	_____	_____	_____
• Editing and proofreading written material	_____	_____	_____
• Writing poetry, fiction, plays	_____	_____	_____