

need to identify your **SKILLS?**

STEP 1: ACCOMPLISHMENTS (Identify *at least 4*)

List at least four accomplishments. An accomplishment is an activity or a project you completed that you feel like you did well and enjoyed. It is an activity that has made you feel positive about yourself and your capabilities. Be specific; for example, use "built a chair" instead of "carpentry" or "wrote paper on federal preservation standards" instead of "writing." Include activities from different settings, e.g., work, leisure, community service, and academics.

Accomplishment 1:

Accomplishment 2:

Accomplishment 3:

Accomplishment 4:

Accomplishment 5:

Accomplishment 6:

Accomplishment 7:

STEP 2: WHICH SKILLS DID YOU USE?

Read the following 72 skill words and their definitions. Next to each skill are seven columns numbered for each of your accomplishments. Put a check under each accomplishment that used that skill. This will show you which skills you have used in the past and help you decide if you want to use them in the future.

		Accomplishment							
		1	2	3	4	5	6	7	S
Personal skills									
Dependability	Working in a reliable and responsible manner.								
Flexibility	Accepting change and variety in the workplace.								
Persistence	Working continuously despite interruption.								
Integrity	Being honest and avoiding unethical behavior.								
Efficiency	Effectively using resources.								
Competitiveness	Striving to be the best.								

		Accomplishment							
		1	2	3	4	5	6	7	S
Situational Skills									
Stress tolerance	Dealing calmly and effectively with tense situations.								
Hazards tolerance	Working in potentially dangerous conditions.								
Discomfort tolerance	Working in unpleasant environmental conditions.								
Repetition tolerance	Continuously performing the same action.								

Communication Skills**1 2 3 4 5 6 7 S**

Reading	Understanding information and ideas presented in writing.								
Writing	Communicating information and ideas in writing.								
Speaking	Talking to others to convey information.								
Listening	Listening to what people are saying and asking questions.								
Concentrating	Focusing on a task without interruption.								

Social Skills**1 2 3 4 5 6 7 S**

Social perception	Being aware of the needs and feelings of others.								
Independent work	Working with little or no supervision.								
Team work	Working cooperatively with others.								
Working with the public	Representing the organization and communicating with persons outside the organization.								
Assisting/caring	Providing assistance, care, or service to others.								
Performing	Interacting with others to entertain or sell.								
Instructing	Teaching, guiding, or motivating others.								

Movement Skills**1 2 3 4 5 6 7 S**

Finger dexterity	Coordinating movements of the fingers.								
Manual dexterity	Coordinating movements of the hand, arm and hand, or both hands.								
Motor coordination	Coordinating movements of two or more limbs.								
Stamina	Exerting one's self physically over long periods of time.								
Strength	Exerting force repeatedly or continuously.								
Rapid response	Moving quickly and correctly between two different activities.								

Problem Solving Skills**1 2 3 4 5 6 7 S**

Information gathering	Locating and identifying information.								
Evaluating	Judging the success or progress of an idea, work activity, or project.								
Advising	Providing consultation or advice to others.								
Synthesizing	Reorganizing information to get a better approach to problems.								
Analyzing	Examining information and using logic to solve problems.								
Planning	Developing approaches for implementing ideas.								
Active learning	Working with new material or information to understand the implications.								
Using knowledge	Using work-related experience.								

Perceptual Skills**1 2 3 4 5 6 7 S**

Sound discrimination	Detecting the difference between sounds, pitch, or loudness.								
Shape discrimination	Detecting the difference between sizes, shapes, and mass.								
Color vision	Detecting the difference between colors, shades, & brightness.								
Depth perception	Detecting the distance between objects.								
Visualizing	Forming a mental image of how something will look after it is moved or when its parts are moved.								
Creativity	Originating, designing, or creating new ideas, relationships, systems, artworks, or products.								
Aesthetic judgment	Recognizing artistic or natural beauty.								

Technical Skills

		1	2	3	4	5	6	7	S
Installing machines	Setting up equipment, machines, or structures to meet specifications.								
Inspecting	Checking and evaluating equipment, structures, and products.								
Repairing	Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.								
Troubleshooting	Determining the cause and solution of an error.								
Controlling	Using control mechanisms or direct physical activity to operate machines.								
Operating vehicles	Running, maneuvering, navigating, or driving vehicles or mechanized equipment.								
Using computers	Working with computers by using programs or entering data.								
Programming	Writing computer programs.								
Technology design	Developing or adapting equipment and technology.								

Processing Skills

		1	2	3	4	5	6	7	S
Following procedures	Correctly following a given set of rules to complete a task.								
Categorizing	Identifying items by similarities.								
Record keeping	Entering, transcribing, recording, storing, or maintaining information.								
Attention to detail	Checking each item or task carefully.								
Verifying information	Evaluating information against a set of standards or ensuring that it is correct.								

Math and Science Skills

		1	2	3	4	5	6	7	S
Calculating	Adding, subtracting, multiplying, and dividing.								
Estimating	Approximating distances, quantities, time, costs, resources, or materials.								
Budgeting	Allocating financial resources.								
Math reasoning	Using mathematical methods to understand and solve problems.								
Science reasoning	Using scientific methods to understand and solve problems.								

Management Skills

		1	2	3	4	5	6	7	S
Safety of others	Managing the work environment to provide for the health and safety of others.								
Persuading	Convincing others to approach things differently.								
Negotiating	Bringing others together and trying to reconcile differences.								
Confronting	Communicating a position opposed by others.								
Initiating	Taking on new responsibilities and challenges.								
Coordinating	Organizing people and activities to complete tasks.								
Directing/Leading	Providing leadership and direction to others.								
Decision making	Understanding information and reaching a conclusion to solve problems.								
Managing resources	Determining the best use of human resources, finances, and material resources.								
Impact of responsibility	Accepting the long-term outcome of decisions.								

STEP 3: WHICH SKILLS DO YOU WANT TO USE IN THE FUTURE?

When you have finished Step 2, review the list of skills once more. Identify the skills you have developed through your accomplishments that you want to use in the future by putting a check in the last column titled 'S' for Satisfying Skills. If there are skills you haven't used but would like to develop for future use, label as "D."

STEP 4: SKILLS SUMMARY

List your top 10 Satisfying Skills (those you have developed and would like to use in the future - marked as "S"):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Additional Skills: are there skills you possess that you would like to use in the future that **were not reflected** in the inventory above? These might include additional transferable skills (skills that can be used in a variety of settings) or skills specific to your career field. If so, list them below.

Combine the previous two lists (Top 10 Satisfying Skills and Additional Skills) and review. From that combined list, select your top 10 skills:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Are there any skills you would like to develop (skills you marked as “D”)? If so, list them below and consider ways you can develop them, e.g., through courses, volunteer work, internships, LinkedIn Learning tutorials, etc.