

Skills Inventory

Name: _____

Assess your skill level for each item on the 4 checklists below. Put a check by skills you think you have; double check skills you feel are your strongest.

1. FUNCTIONAL OR TRANSFERABLE SKILLS RELATED TO WORKING WITH **PEOPLE**

- | | | |
|--|---|---|
| <input type="checkbox"/> Delegate | <input type="checkbox"/> Plan - Meetings or Workshops | <input type="checkbox"/> Train |
| <input type="checkbox"/> Motivate | <input type="checkbox"/> Plan - Goal Setting/Projections | <input type="checkbox"/> Organize |
| <input type="checkbox"/> Oral Communication | <input type="checkbox"/> Facilitate Groups or Discussions | <input type="checkbox"/> Chair Meetings |
| <input type="checkbox"/> Written Communication | <input type="checkbox"/> Collaborate | <input type="checkbox"/> Recruit |
| <input type="checkbox"/> Develop Rapport | <input type="checkbox"/> Consult/Advise | <input type="checkbox"/> Sell |
| <input type="checkbox"/> Handle Complaints | <input type="checkbox"/> Nursing/Child Care | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Counsel | <input type="checkbox"/> Social/Hosting Skills | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Listen | <input type="checkbox"/> Negotiate/Arbitrate | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> Interview | <input type="checkbox"/> Supervise/Manage | <input type="checkbox"/> Financial Management |
| <input type="checkbox"/> Interpret | <input type="checkbox"/> Persuade/Influence | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Teach/Instruct | <input type="checkbox"/> Mobilize Resources | <input type="checkbox"/> Promote |
| <input type="checkbox"/> Coordinate Events | | <input type="checkbox"/> Other |
| <input type="checkbox"/> Arrange for meetings | | |

2. FUNCTIONAL OR TRANSFERABLE SKILLS RELATED TO WORKING WITH **OBJECTS OR THINGS**

- | | | |
|---|---|---|
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Operate Equipment | <input type="checkbox"/> Distribute |
| <input type="checkbox"/> Precision Work | <input type="checkbox"/> Craft Skills | <input type="checkbox"/> Work in Laboratory |
| <input type="checkbox"/> Handle Objects | <input type="checkbox"/> Home Economic Skills | <input type="checkbox"/> Make Layouts |
| <input type="checkbox"/> Machine or Manual Skills | <input type="checkbox"/> Physical Coordination | <input type="checkbox"/> Map |
| <input type="checkbox"/> Creative Use of Materials/Artistic | <input type="checkbox"/> Manual Dexterity | <input type="checkbox"/> Measure |
| <input type="checkbox"/> Inspect | <input type="checkbox"/> Horticultural Skills | <input type="checkbox"/> Keep Records |
| <input type="checkbox"/> Build/Construct | <input type="checkbox"/> Use of Office Machines | <input type="checkbox"/> Use Instruments/Precision Work |
| <input type="checkbox"/> Repair/Maintain | <input type="checkbox"/> Mechanical Drawing | <input type="checkbox"/> Other |
| <input type="checkbox"/> Mechanical Ability | <input type="checkbox"/> Appraise/Estimate | |
| | <input type="checkbox"/> Assemble | |

3. FUNCTIONAL OR TRANSFERABLE SKILLS RELATED TO **DATA/IDEAS/INFORMATION**

- | | | |
|--|---|---|
| <input type="checkbox"/> Investigate | <input type="checkbox"/> Write Composition | <input type="checkbox"/> Analyze |
| <input type="checkbox"/> Classify/Record Keep | <input type="checkbox"/> Gather Information | <input type="checkbox"/> Innovate |
| <input type="checkbox"/> Abstract | <input type="checkbox"/> Research | <input type="checkbox"/> Financial Management/ Budget |
| <input type="checkbox"/> Copy/Duplicate | <input type="checkbox"/> Read/Study | <input type="checkbox"/> Design |
| <input type="checkbox"/> Store/Retrieve | <input type="checkbox"/> Improve/Adapt | <input type="checkbox"/> Visual/Imaging |
| <input type="checkbox"/> Purchase | <input type="checkbox"/> Edit | <input type="checkbox"/> Evaluate |
| <input type="checkbox"/> Account/Keep Books | <input type="checkbox"/> Organize/Synthesize Data | <input type="checkbox"/> Compute/Calculate |
| <input type="checkbox"/> Draft | <input type="checkbox"/> Develop Ideas | <input type="checkbox"/> Observe |
| <input type="checkbox"/> Compute/Numerical Skills | <input type="checkbox"/> Conceptual Ability | <input type="checkbox"/> Program |
| <input type="checkbox"/> Accurate/Attention to Details | <input type="checkbox"/> Scientific Methodology | <input type="checkbox"/> Clerical Skills |
| <input type="checkbox"/> Proofread | <input type="checkbox"/> Statistical Analysis | <input type="checkbox"/> Diagnose |
| <input type="checkbox"/> Plan (Utilizing Information) | <input type="checkbox"/> Forecast | <input type="checkbox"/> Other |

FUNCTIONAL SKILLS ANALYSIS *from 1, 2, & 3*

My most **outstanding skills** related to:

Working with People	Dates/Ideas/Information	Objects/Things
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____

Skills Inventory *continued*

4. PERSONAL OR SELF-MANAGEMENT SKILLS

- | | | |
|---|--|--|
| <input type="checkbox"/> accurate | <input type="checkbox"/> caring | <input type="checkbox"/> positive |
| <input type="checkbox"/> achiever | <input type="checkbox"/> charming | <input type="checkbox"/> practical |
| <input type="checkbox"/> active | <input type="checkbox"/> outspoken | <input type="checkbox"/> productive |
| <input type="checkbox"/> adaptable | <input type="checkbox"/> patient | <input type="checkbox"/> professional |
| <input type="checkbox"/> administrator | <input type="checkbox"/> perceptive | <input type="checkbox"/> quick |
| <input type="checkbox"/> ambitious | <input type="checkbox"/> perfectionist | <input type="checkbox"/> realistic |
| <input type="checkbox"/> analytical | <input type="checkbox"/> persistent | <input type="checkbox"/> reliable |
| <input type="checkbox"/> artistic | <input type="checkbox"/> personable | <input type="checkbox"/> researcher |
| <input type="checkbox"/> assertive | <input type="checkbox"/> persuasive | <input type="checkbox"/> resourceful |
| <input type="checkbox"/> broad-minded | <input type="checkbox"/> punctual | <input type="checkbox"/> responsible |
| <input type="checkbox"/> builder | <input type="checkbox"/> planner | <input type="checkbox"/> respected |
| <input type="checkbox"/> calm | <input type="checkbox"/> visionary | <input type="checkbox"/> manager |
| <input type="checkbox"/> congenial | <input type="checkbox"/> fair | <input type="checkbox"/> methodical |
| <input type="checkbox"/> conscientious | <input type="checkbox"/> flexible | <input type="checkbox"/> modest |
| <input type="checkbox"/> considerate | <input type="checkbox"/> forceful | <input type="checkbox"/> motivator |
| <input type="checkbox"/> consistent | <input type="checkbox"/> forward-thinker | <input type="checkbox"/> objective |
| <input type="checkbox"/> constructive | <input type="checkbox"/> frank | <input type="checkbox"/> observant |
| <input type="checkbox"/> controller | <input type="checkbox"/> communicative | <input type="checkbox"/> open-minded |
| <input type="checkbox"/> courageous | <input type="checkbox"/> compatible | <input type="checkbox"/> opinionated |
| <input type="checkbox"/> courteous | <input type="checkbox"/> competitive | <input type="checkbox"/> optimistic |
| <input type="checkbox"/> creative | <input type="checkbox"/> conceptual | <input type="checkbox"/> organizer |
| <input type="checkbox"/> cultured | <input type="checkbox"/> friendly | <input type="checkbox"/> outgoing |
| <input type="checkbox"/> decisive | <input type="checkbox"/> generous | <input type="checkbox"/> kind |
| <input type="checkbox"/> demanding | <input type="checkbox"/> genuine | <input type="checkbox"/> visionary |
| <input type="checkbox"/> dependable | <input type="checkbox"/> good-natured | <input type="checkbox"/> scheduler |
| <input type="checkbox"/> designer | <input type="checkbox"/> honest | <input type="checkbox"/> scientific |
| <input type="checkbox"/> democratic | <input type="checkbox"/> humanitarian | <input type="checkbox"/> self-motivated |
| <input type="checkbox"/> detailed | <input type="checkbox"/> imaginative | <input type="checkbox"/> self-reliant |
| <input type="checkbox"/> determined | <input type="checkbox"/> trainer | <input type="checkbox"/> sense of humor |
| <input type="checkbox"/> director | <input type="checkbox"/> independent | <input type="checkbox"/> sensitive |
| <input type="checkbox"/> dignified | <input type="checkbox"/> individualist | <input type="checkbox"/> shrewd |
| <input type="checkbox"/> diplomatic | <input type="checkbox"/> initiator | <input type="checkbox"/> sincere |
| <input type="checkbox"/> discerning | <input type="checkbox"/> innovator | <input type="checkbox"/> smart |
| <input type="checkbox"/> disciplined | <input type="checkbox"/> inspiring | <input type="checkbox"/> sociable |
| <input type="checkbox"/> discreet | <input type="checkbox"/> intellectual | <input type="checkbox"/> straightforward |
| <input type="checkbox"/> discriminating | <input type="checkbox"/> intense | <input type="checkbox"/> strategic |
| <input type="checkbox"/> driving | <input type="checkbox"/> intuitive | <input type="checkbox"/> supportive |
| <input type="checkbox"/> dynamic | <input type="checkbox"/> inventive | <input type="checkbox"/> systematic |
| <input type="checkbox"/> efficient | <input type="checkbox"/> just | <input type="checkbox"/> tactful |
| <input type="checkbox"/> eloquent | <input type="checkbox"/> keen | <input type="checkbox"/> thinker |
| <input type="checkbox"/> energetic | <input type="checkbox"/> knowledgeable | <input type="checkbox"/> thorough |
| <input type="checkbox"/> enterprising | <input type="checkbox"/> logical | <input type="checkbox"/> thoughtful |
| <input type="checkbox"/> enthusiastic | <input type="checkbox"/> loyal | <input type="checkbox"/> tolerant |
| <input type="checkbox"/> esteemed | <input type="checkbox"/> manager | <input type="checkbox"/> tough-minded |

My Strongest Personal or Self-Management Skills

1. _____
2. _____
3. _____
4. _____
5. _____