



SKILLS IDENTIFICATION WORKSHEET

Directions:

1. Read over the list of skills on the next page. Put a check mark next to each skill that you have.
2. For each skill that you checked, circle the ones that you think are your strongest.

Remember:

Do you have skills in more than one category? _____

In which category do you have the most skills? _____

Of the skills you circled as your strongest, what do you think are your top three skills?

1. _____

2. _____

3. _____

Are there some skills that you would like to have, but don't have right now? List them here.

What education and/or training might you need to develop those skills?

- IN THE SECTION MARKED "SELF-EXPLORATION," FILL IN YOUR TOP THREE SKILLS WHICH YOU LISTED ABOVE.

SKILL LIST

Communication Skills

- reading and following directions
- putting things in alphabetical order
- comparing or cross-checking two lists
- filling out forms
- writing letters and memos correctly
- reading and understanding policies and memos
- writing reports
- speaking to people I don't know
- speaking English *and* another Language
- taking notes while someone speaks
- finding information (getting what I need to know out of the phonebook, a dictionary, the library, etc.)
- using a map
- reading bus, train, and plane schedules
- explaining things to other people
- knowing when to ask for help or more explanation
- Total # of Communication Skills**

Technical Skills

- making, fixing, and repairing things
- operating machinery
- installing things
- building things
- gardening, landscaping, or farming
- Total # of Technical Skills**

Business Skills

- operating a computer
- using a business telephone
- filing, sorting, and classifying information
- balancing checkbooks
- working with budgets
- setting up and closing out a cash register
- Total # of Business Skills**

Number Skills

- doing arithmetic correctly
- using percentages and decimals
- using a calculator
- rounding off numbers
- typing/keyboarding
- calculating hours worked, money owed, etc.
- estimating costs/time needed to complete a job
- using a database program on a computer
- Total # of Number Skills**

Management and Self-Management Skills

- being patient with others
- keeping a cheerful attitude
- getting interested/excited about the task at hand
- offering to help when needed
- knowing how to take direction
- motivating myself to do what needs to get done
- helping motivate others to get the job done
- prioritizing tasks so that the larger goal is met on time
- following the rules
- presenting a neat and professional image
- checking my own work
- working hard without complaining
- using courtesy when dealing with others
- seeking help when needed
- being eager to learn
- speaking up for myself
- solving problems in a cooperative way
- Total # of Management and Self-Management Skills**

Creative/Artistic Skills

- artistic
- drawing
- expressing

- performing
- presenting artistic ideas
- dancing, body movement
- visualizing shapes
- designing
- model making
- making handicrafts
- writing poetry
- illustrating, sketching
- doing photography
- mechanical drawing
- Total # of Creative/Artistic Skills**

People Skills

- caring for children responsibly
- caring for the sick and elderly
- showing warmth and caring
- calming people down
- helping people complete a task
- teaching someone how to do something
- knowing how to get along with different people/personalities
- leading groups or activities
- Total # of People Skills**

Total # of Skills Overall