

# SKILLS INVENTORY

Rate yourself in the following skill categories using the scale below:

- 1 = Strong ability in this area**    **3 = Enough ability to get by with help from others**  
**2 = Some ability**                      **4 = No ability at all**

Be honest when rating yourself, and do not compare yourself to others. Use your best estimate of your abilities.

## VERBAL-PERSUASIVE

- Writing:** Express myself in written forms of communication.
- Talking:** Relate easily to people in ordinary conversational settings.
- Speaking:** Deliver a talk or address an audience.
- Persuading:** Able to convince others to believe something I hold to be true.
- Selling:** Convince others to buy a product/service I am selling.
- Dramatics:** Portray ideas or stories in a dramatic format.
- Negotiations:** Bargain/discuss with goal of reaching agreement.

## SOCIAL

- Social ease:** Relate easily in situations which are primarily social in nature.
- Dealing with public:** Relate effectively with a variety of people who come to an establishment for information, service or help.
- Appearance/Dress:** Dress presentably and appropriately for a variety of interpersonal situations or group occasions.
- Accepting negative feedback:** Able to cope with criticism.

## NUMERICAL

- Working with numerical data:** Comfortable with large amounts of quantitative data and compiling, interpreting, and presenting data.
- Solving quantitative problems:** Reason quantitatively so that problems having numerical solutions can be solved without the aid of a computer or other mechanical device.
- Computer use:** Use computers to solve quantitative problems, have knowledge of programming, computer capabilities, etc.

## INVESTIGATIVE

- Scientific curiosity:** Learn about scientific phenomena and investigate events which may lead to such knowledge.
- Research:** Gather information in a systematic way for a particular field of knowledge to establish certain facts or principles.
- Technical work:** Work easily with practical, mechanical or industrial aspects of a particular science, profession or craft.

## MANUAL-PHYSICAL

- \_\_\_ **Mechanical reasoning:** Understand the way that machinery or tools operate and the relationship between mechanical operations.
- \_\_\_ **Manual dexterity:** Skilled in using your hands.
- \_\_\_ **Spatial perception:** Judge the relationship of objects in space; manipulate them mentally and visualize the effects of putting them together or of turning them over or around.
- \_\_\_ **Physical stamina:** Physically resistant to fatigue and illness.
- \_\_\_ **Outdoor work:** Familiar with the outdoors; able to work outdoors without encountering a great many obstacles.

## CREATIVE

- \_\_\_ **Artistic:** Keenly sensitive to aesthetic values; able to create works of art.
- \_\_\_ **Imaginative with things:** Create new ideas and forms with various physical objects.
- \_\_\_ **Imaginative with ideas:** Create new ideas and programs through conceptualizing existing elements in new ways; able to merge abstract ideas.

## WORKING WITH OTHERS

- \_\_\_ **Supervising:** Oversee, manage or direct work of others.
- \_\_\_ **Teaching:** Help others learn how to do or understand something; able to provide knowledge or insight.
- \_\_\_ **Coaching:** Instruct or train an individual to improve performance in a specific area.
- \_\_\_ **Counseling:** Engage in a direct helping relationship with another in situations where the person's concern is not solvable through information-giving or advice.

## MANAGERIAL

- \_\_\_ **Organization and planning:** Develop a program, project or set of ideas through systematic preparation and arrangement of tasks, coordinating the people and resources necessary to put a plan into effect.
- \_\_\_ **Orderliness:** Arrange items in a systematic fashion so that such items or information can be readily used or retrieved.
- \_\_\_ **Handling Details:** Able to work efficiently with a great variety and/or volume of information.
- \_\_\_ **Making Decisions:** Comfortable in making judgments or reaching conclusions about matters which require specific action; able to accept responsibility for the consequences of such actions.

**List the top 10-15 skills that you rated most highly and the categories from which they came.**

**Provide a SPECIFIC example of a time when you used each skill.**