SKILLS INVENTORY

NAME: _____

DATE: _____

Skills can be developed and applied to all aspects of our lives including education, internships, volunteering, jobs, careers, and leisure activities. When exploring skills, it is important to identify which skills you like to use most often. In addition, it is important to identify skills you would like to develop to help you achieve your career goals.

Types of Skills:

- **Transferable** – Based on natural talents and abilities; transferable to different career fields and work functions

- **Knowledge-Based** – Developed through education, training, and hands-on experience

- **Personal Attributes** – Characteristics developed throughout one's lifetime

In this **Skills Inventory** activity you will be selecting skills based on your level of competence and interest in ten skill theme areas (e.g. critical thinking, leadership) as well as individual skills (e.g. strategic planning, decision-making) which fall under each theme.

Get Started:

First review each skills theme category and rate which skills you would like to use most often based on your level of competency and interest (4 most competent/interested to 1 least competent/interested).

Then go back through and rate the sub-competencies (or individual skills) in the same way. Follow the prompting questions after rating to narrow down your top selections and plan next steps to develop or enhance your preferred skills.

You will then review this list again, but this time focused on the skills that you use/like least or feel you need to further develop through your education, internships, jobs, or other activities.

1 2 3 4

CRITICAL THINKING

Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

1 2 3 4

Interpreting Facts
Reflecting
Questioning
Synthesizing
Identifying Patterns
Drawing Conclusions

1 2 3 4

LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

1 2 3 4

Strategic Planning
Decision-Making
Persuading
Managing
Motivating Others
Forward-Thinking

1 2 3 4

TEAMWORK

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, lifestyles, and viewpoints.

1 2 3 4

Adaptability
Interpersonal Skills
Cooperating
Resolving Conflict
Open-Minded
Collaboration

1 2 3 4

ORAL COMMUNICATION

Articulate thoughts and ideas clearly and effectively in verbal forms to persons inside and outside of organizations.

1 2 3 4

Active Listening
Presenting
Performing
Expressing Ideas
Speaking Clearly
Thoughtfulness

WRITTEN COMMUNICATION

1 2 3 4

Articulate thoughts and ideas clearly and effectively in written forms to persons inside and outside of organizations.

1 2 3 4

Reading

Editing

Writing

Explaining

Reporting

Summarizing

GLOBAL/INTERCULTURAL FLUENCY

1 2 3 4

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientation, and religions.

1 2 3 4

Sensitivity

Inclusiveness

Understanding

Global Awareness

Curiosity

Empathy

DIGITAL TECHNOLOGY

1 2 3 4

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

1 2 3 4

Software Proficiency

Repairing

Operating

Testing

Troubleshooting

Information Security

PROFESSIONALISM/WORK ETHIC

1 2 3 4

Demonstrate personal accountability and effective work habits through working productively with others, workload management, and understanding the impact of communication on professional image.

1 2 3 4

Integrity

Flexibility

Authenticity

Punctuality

Time Management

Organizational

CAREER MANAGEMENT

1 2 3 4

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to career goals, and identify areas necessary for professional growth and training.

1 2 3 4

Self-Awareness

Goal-Oriented

Resilient

Self-Advocacy

Initiative

Relationship-Building

ANALYTICAL/QUANTITATIVE

1 2 3 4

Understand, handle, interpret data efficiently, and use numerical evidence systematically.

1 2 3 4

Detail-Oriented

Analyzing

Budgeting

Calculating

Forecasting

Researching

ADDITIONAL SKILLS

List other important skills not represented above

1. REVIEW YOUR RESULTS

Review your skill selections by category and individual skills. Narrow down to list your top skills below.

My Top 5 Skill Categories

My Top 20 Individual Skills

2. IDENTIFY AREAS OF GROWTH

Review the categories and individual skills to identify which skills you would like to develop. List them below.

My Top Skills to Develop

3. SUMMARY

How are you using your top skills in current jobs, internships, volunteering, or as a student?

How have you demonstrated your skills? Provide examples.

What new skills would you like to develop? Why are these skills important for you to develop?

How are you currently building new skills? Where can you build additional skills?

Please save your work before moving on to the next section.

NEXT STEPS

Learn about careers and internships where you can use your top skills.
- Focus2
- O*NET
- SJSU Handshake
- Connect with your Career Center Counselor

Build your skills through hands-on experiences each year at SJSU: Build Experience Action Plan

Explore how your skills connect to careers and majors: Major & Career Exploration Guide

Identify the skills you would like to incorporate into your resume or LinkedIn profile: Resume/Cover Letter Guide and Job/Internship Search Guide