

Skills

How much do you know about your skills? These are the next piece in the self-assessment puzzle. Fill in the following statement:

My name is _____ and I am an expert in _____ .

Write your responses to the following questions

- Was it difficult to come up with something you are an expert in? Why or why not?
- What if you had to walk up to people you didn't know and say the statement above? How would you feel?
- What if you had to say that statement during a job interview? Would you feel comfortable and confident saying it?

Skills are an important component of your career development self-assessment. Skills can be thought of as the power to use your talents and knowledge effectively when performing an activity. Most skills are learned to some extent. Your aptitude is your ability to learn a skill. It is important to realize you may be interested in an area or field, but you may not be skilled in it yet. Depending on your aptitude for the components of a skill, you can become a master of it. Surgeons are not born being able to perform brain surgery. They have to learn about human anatomy, surgery skills, and many other things.

Sometimes people find it hard to focus on their skills. They may feel like talking about their skills will seem like bragging. They may also feel that if they are not the absolute best at an activity, they cannot consider it to be a skill. It is important to know what you are skilled in if you want to make choices on a major, or even find a job after graduation. Everyone has a unique combination of skills, and YOUR skills are valuable. The following exercises will help you to pinpoint some of your skills and later we will match these skills with careers.

On the next page, check all of the personal describers that fit who you are. Put a * by any that you would like to improve on, whether you checked them or not.

Personal Describers

<input type="checkbox"/> Able	<input type="checkbox"/> Dignified	<input type="checkbox"/> Inspiring	<input type="checkbox"/> Reasonable
<input type="checkbox"/> Achiever	<input type="checkbox"/> Disciplined	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Relaxed
<input type="checkbox"/> Active	<input type="checkbox"/> Direct	<input type="checkbox"/> Intuitive	<input type="checkbox"/> Reliable
<input type="checkbox"/> Adaptable	<input type="checkbox"/> Diplomatic	<input type="checkbox"/> Introvert	<input type="checkbox"/> Respectful
<input type="checkbox"/> Aggressive	<input type="checkbox"/> Discreet	<input type="checkbox"/> Judgmental	<input type="checkbox"/> Responsible
<input type="checkbox"/> Alert	<input type="checkbox"/> Do Gooder	<input type="checkbox"/> Kind	<input type="checkbox"/> Secure
<input type="checkbox"/> Aloof	<input type="checkbox"/> Doer	<input type="checkbox"/> Knowledgeable	<input type="checkbox"/> Selfish
<input type="checkbox"/> Ambitious	<input type="checkbox"/> Domineering	<input type="checkbox"/> Leader	<input type="checkbox"/> Self-confident
<input type="checkbox"/> Analytical	<input type="checkbox"/> Driver	<input type="checkbox"/> Lively	<input type="checkbox"/> Self-reliant
<input type="checkbox"/> Animated	<input type="checkbox"/> Effervescent	<input type="checkbox"/> Logical	<input type="checkbox"/> Self-starter
<input type="checkbox"/> Articulate	<input type="checkbox"/> Efficient	<input type="checkbox"/> Loyal	<input type="checkbox"/> Sensitive
<input type="checkbox"/> Attractive	<input type="checkbox"/> Emotional	<input type="checkbox"/> Mature	<input type="checkbox"/> Serious
<input type="checkbox"/> Beautiful	<input type="checkbox"/> Energetic	<input type="checkbox"/> Methodical	<input type="checkbox"/> Shy
<input type="checkbox"/> Bold	<input type="checkbox"/> Enterprising	<input type="checkbox"/> Meticulous	<input type="checkbox"/> Sincere
<input type="checkbox"/> Bright	<input type="checkbox"/> Enthusiastic	<input type="checkbox"/> Non-committal	<input type="checkbox"/> Skillful
<input type="checkbox"/> Calm	<input type="checkbox"/> Expressive	<input type="checkbox"/> Observant	<input type="checkbox"/> Speaker
<input type="checkbox"/> Carefree	<input type="checkbox"/> Extrovert	<input type="checkbox"/> Optimist	<input type="checkbox"/> Sociable
<input type="checkbox"/> Caring	<input type="checkbox"/> Fair	<input type="checkbox"/> Organized	<input type="checkbox"/> Soft talker
<input type="checkbox"/> Certain	<input type="checkbox"/> Flexible	<input type="checkbox"/> Original	<input type="checkbox"/> Sophisticated
<input type="checkbox"/> Challenger	<input type="checkbox"/> Follows Through	<input type="checkbox"/> Patient	<input type="checkbox"/> Stable
<input type="checkbox"/> Cheerful	<input type="checkbox"/> Follower	<input type="checkbox"/> Perceptive	<input type="checkbox"/> Striver
<input type="checkbox"/> Clever	<input type="checkbox"/> Forceful	<input type="checkbox"/> Perfectionist	<input type="checkbox"/> Superficial
<input type="checkbox"/> Cocky	<input type="checkbox"/> Free	<input type="checkbox"/> Personable	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Competent	<input type="checkbox"/> Friendly	<input type="checkbox"/> Persuasive	<input type="checkbox"/> Supportive
<input type="checkbox"/> Competitive	<input type="checkbox"/> Gentle	<input type="checkbox"/> Pessimist	<input type="checkbox"/> Systematic
<input type="checkbox"/> Confident	<input type="checkbox"/> Giving	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Tacitful
<input type="checkbox"/> Conforming	<input type="checkbox"/> Glib	<input type="checkbox"/> Practical	<input type="checkbox"/> Tenacious
<input type="checkbox"/> Conscientious	<input type="checkbox"/> Gregarious	<input type="checkbox"/> Pragmatic	<input type="checkbox"/> Tolerant
<input type="checkbox"/> Controlled	<input type="checkbox"/> Hard Worker	<input type="checkbox"/> Precise	<input type="checkbox"/> Traveler
<input type="checkbox"/> Challenging	<input type="checkbox"/> Honest	<input type="checkbox"/> Progressive	<input type="checkbox"/> Trusting
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Honorable	<input type="checkbox"/> Punctual	<input type="checkbox"/> Tough
<input type="checkbox"/> Courteous	<input type="checkbox"/> Humorous	<input type="checkbox"/> Questioning	<input type="checkbox"/> Wise
<input type="checkbox"/> Creative	<input type="checkbox"/> Imaginative	<input type="checkbox"/> Quiet	<input type="checkbox"/> Workaholic
<input type="checkbox"/> Decisive	<input type="checkbox"/> Independent	<input type="checkbox"/> Rambler	<input type="checkbox"/> Writer
<input type="checkbox"/> Dependable	<input type="checkbox"/> Ingenious	<input type="checkbox"/> Rational	<input type="checkbox"/> Youthful
<input type="checkbox"/> Determined	<input type="checkbox"/> Innovative	<input type="checkbox"/> Realistic	<input type="checkbox"/> Zestful

Clustering Your Skills

Functional skills are skills which can be used to complete general tasks at a job. Many times you can use your functional skills at a variety of jobs. Functional skills can be grouped together within general skill clusters to allow you to think about the kinds of skill you use most. The following outline lists a variety of functional skills and the general skill clusters to which they belong.

- Draw a circle around all those skills you think you have already.
- ✓ Place a check by those skills you enjoy using.
- ★ Put a star by the skills you would like to develop or improve.

Look at the skills you circled. Select your top six **skills clusters** (identified by the bold headings) and rank them in order of importance to you. Look at the skills you put a check mark by. Those might be important to you. Transfer these six to the "Putting it All Together" worksheet on page 32 and list the two or three skills within each cluster that you most enjoy. These are the functional skills which you will want to use in your job.

CREATIVE SKILLS:

Innovating
Developing
Creating
Imagining
Designing
Planning
Conceptualizing
Synthesizing
Integrating
Abstracting
Generating
Perceiving
Memorizing
Discriminating
Intuition
Visualizing
Sensitivity
Humor
Fashioning
Shaping
Writing
Directing
Painting
Performing
Acting
Playing
Sharing

TEACHING SKILLS:

Influencing
Persuading
Briefing
Informing
Encouraging
Communicating
Advising
Guiding
Coaching
Instructing
Explaining
Enlightening
Stimulating
Inventing
Enthusiasm
Adapting
Adopting
Facilitating
Coordinating
Developing
Enabling
Clarifying
Valuing
Goal Setting
Deciding
Initiating

DETAIL SKILLS:

Approving
Retaining
Executing
Dispatching
Responding
Following through
Implementing
Enforcing
Responsibility
Meeting Deadlines
Arranging
Time Management
Routine
Memory
Judgment
Collecting
Compiling
Purchasing
Systematizing
Tabulating
Comparing
Inspecting
Organizing
Classifying
Operating
Collating
Copying
Retrieving
Recording
Processing
Facilitating

MANAGEMENT SKILLS:

Developing
 Planning
 Organizing
 Executing
 Supervising
 Scheduling
 Assigning
 Directing
 Coordinating
 Analyzing
 Prioritizing
 Delegating
 Hiring
 Firing
 Recommending
 Evaluating
 Administering
 Contracting
 Producing
 Controlling
 Reviewing
 Trouble-Shooting

FINANCIAL SKILLS:

Calculating
 Computing
 Planning
 Managing
 Budgeting
 Bookkeeping
 Accounting
 Auditing
 Appraising
 Researching
 Analyzing
 Record Keeping
 Detail
 Accuracy
 Speed
 Allocating
 Administering
 Finger Dexterity
 Developing
 Preparing
 Solving

COMMUNICATION SKILLS:

Influencing
 Persuading
 Helping
 Directing
 Leading
 Reasoning
 Selling
 Developing
 Recruiting
 Creating
 Negotiating
 Arbitrating
 Arranging
 Mediating
 Reconciling
 Merging
 Obtaining
 Writing
 Interpreting
 Enlisting
 Motivating
 Manipulating
 Reading
 Speaking

MANUAL SKILLS:

Operating
 Tending
 Controlling
 Grinding
 Assembling
 Setting-up
 Feeding
 Cutting
 Binding
 Driving
 Moving
 Lifting
 Bending
 Pulling
 Shipping
 Handling
 Punching
 Drilling

RESEARCH SKILLS:

Recognizing Problems
 Clarifying
 Surveying
 Interviewing
 Investigating
 Inspecting
 Gathering
 Synthesizing
 Examining
 Diagnosing
 Reviewing
 Organizing
 Evaluating
 Critiquing
 Perceiving
 Collecting
 Writing
 Interpreting
 Extrapolating
 Deciding

HELPING SKILLS:

Relating
 Guiding
 Leading
 Adjusting
 Servicing
 Referring
 Rendering
 Attending
 Caring
 Sensitivity
 Listening
 Speaking
 Directing
 Perception
 Intuition
 Understanding
 Maturity
 Team Work
 Mentoring

Your Career Building Blocks

This page will be a picture of what you are looking for in a career/occupation, as well as what you have to offer an employer. It is important that you spend some time identifying and prioritizing what you want to list here. You may not be ready to complete it at this point. If not, that's OK! Complete as much as you can and be sure to identify the areas where you need to focus your attention- then set aside the time to do it!

Skill Cluster #1:

Skills I have:

Skills I want to obtain:

Skill Cluster #2:

Skills I have:

Skills I want to obtain:

Skill Cluster #3:

Skills I have:

Skills I want to obtain:

Skill Cluster #4:

Skills I have:

Skills I want to obtain:

Skill Cluster #5:

Skills I have:

Skills to I want obtain:

Skill Cluster #6:

Skills I have:

Skills I want to obtain:
