

# Skills

How much do you know about your skills and abilities? 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"/> Tactful
<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 31 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:

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Skills I want to obtain:

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## Skill Cluster #2:

Skills I have:

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Skills I want to obtain:

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## Skill Cluster #3:

Skills I have:

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Skills I want to obtain:

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## Skill Cluster #4:

Skills I have:

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Skills I want to obtain:

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## Skill Cluster #5:

Skills I have:

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Skills to I want obtain:

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## Skill Cluster #6:

Skills I have:

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Skills I want to obtain:

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