

Exploring and Identifying Your Skills/Abilities

Within each category presented below, rate your skills accordingly to the following scale:

1- Limited 2- Below Average 3- Average 4- Above Average 5-Superior

1. Self- Management Skills

Punctuality Enthusiasm Patience
 Dependability Thoroughness Self-Reliance

2. Transferable Skills*

Transferable skills are basic skills used in dealing with data, people, and things.

a. Communication Skills

Speaking to an Audience Report/Memo writing
 Influence others to see a point of view Representing an organization to the public
 Selling products or ideas one-on-one Reading/proofreading for error

b. Artistic Skills

Drawing diagrams, charts, graphs Developing new ideas for an organization
 Arranging products for sale Creative problem solving
 Layout for fliers and leaflets Sketching/painting pictures for people or things

c. Analytical Skills

Obtaining information directly Troubleshooting sources of difficulty between people
 Estimating cost of a service or operation Evaluating programs or services
 Analyzing quantitative data Researching information from library or written sources

d. Scientific Skills

Obtaining accurate measurements Using medical instruments
 Designing controlled experiments Treating health problems

e. Interaction Skills

Teaching groups Helping persons with personal concerns
 Teaching in a class room Listening and responding to complaints
 Advising concerning financial issues Displaying or selling products in a public place

f. Organizational Skills

Planning for an event Creating a filing system
 Information or data collection Keeping financial records
 Supervising the work of others Delegate tasks/responsibilities to others

g. Physical Skills

Repairing home or building components Working outdoor with land and landscaping
 Constructing physical objects Protecting people