

Skills Identification Worksheet

Directions:

1. Read over the list of skills on the next page. Put a check mark next to each skill that you have. Remember to check all the skills you have!
2. For each skill that you checked, circle the ones that you think are your strongest.

Here are some questions to think about:

Do you have skills in more than one category? _____

In which category do you have the most skills? _____

Of the skills you circled as your strongest, what do you think are your top three skills?

1. _____

2. _____

3. _____

Are there some skills that you would like to have, but don't have right now? List them here.

What education and/or training might you need to develop those skills?

Next step to complete your *Career and Education Planning Worksheet*:

- In the section marked "Self-Exploration," fill in your top three skills which you listed above.

Skill List

Communication Skills

- reading and following directions
- putting things in alphabetical order
- comparing or cross-checking two lists
- filling out forms
- writing letters and memos correctly
- reading and understanding policies and memos
- writing reports
- speaking to people I don't know
- speaking English *and* another Language
- taking notes while someone speaks
- finding information (getting what I need to know out of the phonebook, a dictionary, the library, etc.)
- using a map
- reading bus, train, and plane schedules
- explaining things to other people
- knowing when to ask for help or more explanation
- Total # of Communication Skills**

Number Skills

- doing arithmetic correctly
- using percentages and decimals
- using a calculator
- rounding off numbers
- typing/keyboarding
- calculating hours worked, money owed, etc.
- estimating costs and/or time needed to complete a job
- using a database program on a computer
- Total # of Number Skills**

Technical Skills

- making, fixing, and repairing things
- operating machinery
- installing things
- building things
- gardening, landscaping, or farming
- Total # of Technical Skills**

Business Skills

- operating a computer
- using a business telephone
- filing, sorting, and classifying information
- balancing checkbooks
- working with budgets
- setting up and closing out a cash register
- Total # of Business Skills**

Management and Self-Management Skills

- being patient with others
- keeping a cheerful attitude
- getting interested/excited about the task at hand
- offering to help when needed
- knowing how to take direction
- motivating myself to do what needs to get done
- helping motivate others to get the job done
- prioritizing tasks so that the larger goal is met on time
- following the rules
- presenting a neat and professional image
- checking my own work
- working hard without complaining
- using courtesy when dealing with others
- seeking help when needed
- being eager to learn
- speaking up for myself
- solving problems in a cooperative way
- Total # of Management and Self-Management Skills**

Creative/Artistic Skills

- artistic
- drawing
- expressing
- performing
- presenting artistic ideas
- dancing, body movement
- visualizing shapes
- designing
- model making
- making handicrafts
- writing poetry
- illustrating, sketching
- doing photography
- mechanical drawing
- Total # of Creative/Artistic Skills**

People Skills

- caring for children responsibly
- caring for the sick and elderly
- showing warmth and caring
- calming people down
- helping people complete a task
- teaching someone how to do something
- knowing how to get along with different people/personalities
- leading groups or activities
- Total # of People Skills**

Total # of Skills Overall