# My Skills Assessment

**Instructions:** In this activity, you will use the skills inventory below to help you recognize the variety of skills that you already possess but may have a hard time thinking of yourself. For career planning, it is also helpful to identify the skills that you want to develop.

In this worksheet, you are given nine groups of skills. Review the list of possible skills and place a “X” in the following column(s) as applicable:

1. Mark the *“I can do this well”* column for skills you have already acquired and feel comfortable and confident using.
2. Mark the *“I enjoy this”* column for skills you enjoy, even if you are not proficient or don’t feel fully confident using them yet.
3. Mark the *“I would like to develop this”* column for skills you would like to acquire or get better at.

You can have the same skill marked in more than one column.

By no means is this a comprehensive list of skills, so feel free to add any additional skills you identify within yourself. Once complete, this inventory will become a valuable resource as you write your resumes, cover letters, and prepare interview answers.

**Table 1: My Skills Assessment**

| Skills | I can do this well | | I enjoy doing this | I would like to develop this |
| --- | --- | --- | --- | --- |
| **COMMUNICATION SKILLS** | | | | |
| Write, edit, interpret or critique written words |  | |  |  |
| Speak publicly, debate, advocate, or present an idea |  | |  |  |
| Facilitate a meeting |  | |  |  |
| Read and follow a set of directions |  | |  |  |
| Write clear reports, letters or memos |  | |  |  |
| Read and understand policies or processes |  | |  |  |
| Comfortably speak to others you do not know |  | |  |  |
| Take notes while someone speaks |  | |  |  |
| Explain information to other people |  | |  |  |
| Provide clear directions or advice to others |  | |  |  |
| Listen effectively to others |  | |  |  |
| **PHYSICAL SKILLS** | | | | |
| Be athletic or easily engage in physical activities |  | |  |  |
| Build or construct things or structures |  | |  |  |
| Do skilled crafts or work comfortably with tools |  | |  |  |
| Operate vehicles, machines or electronic equipment |  | |  |  |
| Repair or install machines or equipment |  | |  |  |
| Work with earth and nature |  | |  |  |
| Engage in gardening, landscaping or farming |  | |  |  |
| **LEADERSHIP SKILLS** | | | | |
| Set goals or priorities and create action plans | |  |  |  |
| Make decisions | |  |  |  |
| Initiate, anticipate or create change | |  |  |  |
| Manage people, delegate tasks or direct others | |  |  |  |
| Sell, negotiate, convince, promote or persuade | |  |  |  |
| Offer support to a team | |  |  |  |
| Motivate others to get the job done | |  |  |  |
| Prioritize tasks so that the larger goal is met on time | |  |  |  |
| Follow rules and regulations | |  |  |  |
| Check your own work | |  |  |  |
| Solve problems in a cooperative way | |  |  |  |
| **NUMERICAL SKILLS** | | | | |
| Compute, calculate, compare or record numbers |  | |  |  |
| Forecast, appraise or estimate numerical information |  | |  |  |
| Solve math problems |  | |  |  |
| Estimate costs and/or time needed to complete a job |  | |  |  |
| Use a computer database program |  | |  |  |
| Use a computer spreadsheet program |  | |  |  |
| Create and manage a budget |  | |  |  |
| **CREATIVE/ARTISTIC SKILLS** | | | | |
| Perceive intuitively, sense, or show insight | |  |  |  |
| Photograph, decorate, paint or sculpt | |  |  |  |
| Use creativity, visualize, imagine, or design | |  |  |  |
| Sing, compose music or play musical instruments | |  |  |  |
| Present artistic ideas | |  |  |  |
| Visualize shapes or abstract ideas | |  |  |  |
| Draw or sketch objects | |  |  |  |
| **PEOPLE AND SOCIAL SKILLS** | | | | |
| Care, treat, nurse or rehabilitate others | |  |  |  |
| Counsel, empower, coach, or guide others | |  |  |  |
| Host, comfort, make welcome or serve customers | |  |  |  |
| Plan social, recreational or other group events | |  |  |  |
| Problem-solve, mediate or network with people | |  |  |  |
| Teach, train, instruct, inform or explain to groups | |  |  |  |
| Care for children or the elderly | |  |  |  |
| Calm people down when they’re upset | |  |  |  |
| Help people complete a task | |  |  |  |
| Get along with different people/personalities | |  |  |  |
| Lead social group activities | |  |  |  |
| **CRITICAL THINKING & INVESTIGATING SKILLS** | | | | |
| Analyze, use logic, problem solve, or examine | |  |  |  |
| Conceptualize, develop, hypothesize or discover | |  |  |  |
| Evaluate, assess, test, appraise, or diagnose | |  |  |  |
| Observe, reflect, study or notice | |  |  |  |
| Research, investigate, read or interview | |  |  |  |
| Synthesize, integrate, unify or conceptualize ideas | |  |  |  |
| **BUSINESS SKLLS** | | | | |
| Use technology | |  |  |  |
| Manage a budget or account for financial data | |  |  |  |
| Attend to detail, copy, inspect or transcribe notes | |  |  |  |
| Manage money and bills or close out a cash register | |  |  |  |
| Organize, file, update, or categorize information | |  |  |  |
| Write business documents | |  |  |  |
| Coordinate events | |  |  |  |
| **ADDITIONAL SKILLS** | | | | |
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|  | |  |  |  |

## **Review each of the columns and look at the skills you have marked to answer the following questions:**

**1. Which 5-7 skills do you feel are strongest for you? What makes them your top skills? How have these skills benefited you in the past?**

Click or tap here to enter text.

**2. Which 2-3 skills do you enjoy using the most? Why?**

Click or tap here to enter text.

**3. Which 2-3 skills are you most motivated to develop? How could you begin to do this during this academic year?**

Click or tap here to enter text.