



Functional Skills Checklist

Exercise 3b

Identify your functional skills by checking the box next to each skill and trait that you possess.

Organizational and Interpersonal Skills					
<input type="checkbox"/>	communicating	<input type="checkbox"/>	attaining	<input type="checkbox"/>	creating
<input type="checkbox"/>	analyzing/assessing	<input type="checkbox"/>	team building	<input type="checkbox"/>	judging controlling
<input type="checkbox"/>	problem solving	<input type="checkbox"/>	updating	<input type="checkbox"/>	organizing
<input type="checkbox"/>	planning	<input type="checkbox"/>	coaching	<input type="checkbox"/>	persuading
<input type="checkbox"/>	decision-making	<input type="checkbox"/>	supervising	<input type="checkbox"/>	encouraging
<input type="checkbox"/>	innovating	<input type="checkbox"/>	estimating	<input type="checkbox"/>	improving
<input type="checkbox"/>	thinking logically	<input type="checkbox"/>	negotiating	<input type="checkbox"/>	designing
<input type="checkbox"/>	evaluating	<input type="checkbox"/>	administering	<input type="checkbox"/>	consulting
<input type="checkbox"/>	identifying problems	<input type="checkbox"/>	trouble-shooting	<input type="checkbox"/>	teaching
<input type="checkbox"/>	synthesizing	<input type="checkbox"/>	implementing	<input type="checkbox"/>	cultivating
<input type="checkbox"/>	forecasting	<input type="checkbox"/>	self-understanding	<input type="checkbox"/>	advising
<input type="checkbox"/>	tolerating ambiguity	<input type="checkbox"/>	understanding	<input type="checkbox"/>	training
<input type="checkbox"/>	motivating	<input type="checkbox"/>	setting goals	<input type="checkbox"/>	interpreting
<input type="checkbox"/>	leading	<input type="checkbox"/>	conceptualizing	<input type="checkbox"/>	achieving
<input type="checkbox"/>	selling	<input type="checkbox"/>	generalizing	<input type="checkbox"/>	reporting
<input type="checkbox"/>	performing	<input type="checkbox"/>	managing time	<input type="checkbox"/>	managing
<input type="checkbox"/>	reviewing	<input type="checkbox"/>		<input type="checkbox"/>	

Personality and Work Style Traits					
<input type="checkbox"/>	diligent	<input type="checkbox"/>	orderly	<input type="checkbox"/>	competent
<input type="checkbox"/>	patient	<input type="checkbox"/>	tolerant	<input type="checkbox"/>	punctual
<input type="checkbox"/>	innovative	<input type="checkbox"/>	frank	<input type="checkbox"/>	receptive
<input type="checkbox"/>	persistent	<input type="checkbox"/>	cooperative	<input type="checkbox"/>	diplomatic
<input type="checkbox"/>	tactful	<input type="checkbox"/>	dynamic	<input type="checkbox"/>	self-confident
<input type="checkbox"/>	loyal	<input type="checkbox"/>	self-starter	<input type="checkbox"/>	tenacious
<input type="checkbox"/>	successful	<input type="checkbox"/>	precise	<input type="checkbox"/>	discrete
<input type="checkbox"/>	versatile	<input type="checkbox"/>	sophisticated	<input type="checkbox"/>	talented
<input type="checkbox"/>	enthusiastic	<input type="checkbox"/>	effective	<input type="checkbox"/>	empathetic
<input type="checkbox"/>	outgoing	<input type="checkbox"/>	honest	<input type="checkbox"/>	tidy
<input type="checkbox"/>	expressive	<input type="checkbox"/>	reliable	<input type="checkbox"/>	candid
<input type="checkbox"/>	adaptable	<input type="checkbox"/>	perceptive	<input type="checkbox"/>	adventuresome
<input type="checkbox"/>	democratic	<input type="checkbox"/>	assertive	<input type="checkbox"/>	firm
<input type="checkbox"/>	resourceful	<input type="checkbox"/>	sensitive	<input type="checkbox"/>	sincere
<input type="checkbox"/>	determining	<input type="checkbox"/>	astute	<input type="checkbox"/>	initiator
<input type="checkbox"/>	creative	<input type="checkbox"/>	risk taker	<input type="checkbox"/>	competent
<input type="checkbox"/>	open	<input type="checkbox"/>	easygoing	<input type="checkbox"/>	diplomatic
<input type="checkbox"/>	objective	<input type="checkbox"/>	calm	<input type="checkbox"/>	efficient
<input type="checkbox"/>	warm	<input type="checkbox"/>	flexible	<input type="checkbox"/>	

Reset