



Self-Assessment: Skills Checklist

The following checklist is designed to help you identify your individual skills and think about how they fit together as skill sets. It is important to not just identify skills as things you can do or are good at, but to think about things you are good at that you like to do versus things you are good at that you don't necessarily like to do. It is also important to think about skills you might not be good at but wish you were; make note of them in the "Like to Develop" column.

This list is also an excellent tool to help write or develop your resume; use the skills identified as targeted action verbs in your position descriptions.

Directions:

1. Use the columns on the chart to check off the skills you use in either your current or previous situations. You may or may not start to see patterns emerge about skills you have, but take note of the feelings you have about the skills as you go through the list.
2. Think about your "ideal" work environment, and rank order each skill used as to how much you would want to use it: 1 - Unwilling to use this skill, 2 - Feel neutral or willing to use this skill in a minimal way, 3 - Derive some enjoyment from using this skill but would not want to have it play a primary role, 4 - Derive a great deal of enjoyment from using this skill and want it to play a major role in my activities. This can become a filter for looking at potential future endeavors.
3. Once you have filled out the checklist, use "Claiming Your Skill Sets" to identify your skill sets. Circle all the skills to which you assigned 3's and 4's, and use your own judgment to identify the 3-5 Skill Sets you want to use most often in your work.

NOTE: There are an uneven number of skills in each category, so make your decisions based on how much you enjoy using the skill rather than how many skills you circled in each category.

<u>Skill</u>	<u>Definition/Examples</u>	Current Situation	Previous Situation	Previous Situation	Ideal Environ.	Like to Develop
ADVOCATE	Enlist support to advance the goals of an individual, organization, initiative or cause.					
ANALYZE	Examine data, ideas, objects, concepts or problems and draw appropriate conclusions.					
BRAINSTORM	Generate ideas, options or possibilities without making a judgment or evaluation.					
BUDGET	Allocate and schedule expenditures of money, time and resource in executing a plan.					
BUILD / CONSTRUCT	Put together parts and materials to assemble objects or structures.					
CATEGORIZE / CLASSIFY	Organize information or objects into groups or classifications.					
COACH	Set mutual expectation and provide feedback and assistance to enhance individual or group performance.					
COLLABORATE	Work together with one or more other people in making a contribution to a group effort.					
COMPUTE	Calculate and measure quantifiable data to provide useful information.					
CONCEPTUALIZE	Conceive new or creative ideas, methods, structures, models or assumptions.					

CONSULT	Provide expertise in defining challenges and opportunities, and recommending a plan of action.					
COORDINATE	Gather the appropriate resources to achieve a task, arrange the most efficient sequence and logistics of events or activities.					
COUNSEL	Clarify issues; provide guidance, support and resources in personal decision making and goal setting.					
CREATE IMAGES	Use a variety of media, (visual, tactile, electronic) to express unique perceptions.					
DEMONSTRATE FORESIGHT	Anticipate future trends or possibilities and their implications.					
DESIGN	Develop ideas into a unique form (invention, program, product, artwork, writing).					
DEVELOP TEAM	Encourage interdependence, identify roles and balance individual contributions to accomplish group goals and objectives.					
EDIT	Revise and improve written and audio/visual materials for publication and delivery.					
ENVISION	Create a compelling vision and direction for a group or organization.					
ESTIMATE	Make rough calculations and approximate measurements.					
EVALUATE	Assess the value, need or worth of a service, product or an idea.					
FORECAST	Use numbers, data and trends to anticipate risks and opportunities.					
HAND DEXTERITY	Use hands with skill and precision in performing work, using tools, equipment and instruments.					
IMPLEMENT	Take necessary action to execute and complete a project or plan.					
IMPROVISE	Perform or produce something using materials at hand to fill an immediate need.					
INITIATE	Execute a plan, task or idea without direction.					
INSPECT / TEST	Examine and evaluate performance against a standard.					
INTERVIEW	Build rapport and gather information or elicit views by verbal questioning.					
INVENT / COMPOSE	Originate or develop a new product, object, process or original musical or literary work.					
LEAD / MOTIVATE	Direct and inspire individuals and/or groups to accomplish goals and objectives.					
LISTEN	Actively attend to both the verbal message and non-verbal message to fully understand the speaker.					

MAKE DECISIONS	Identify and select an appropriate option to solve a problem or achieve an optimal result.					
MANAGE DATA OR RECORDS	Collect, maintain and retrieve data using appropriate methods, procedures or technologies					
MANAGE PROJECTS	Establish the timeline, structure, chain of events and resources to ensure meeting specified goals and objectives.					
MOTIVATE	Challenge and inspire an individual or group to take action for optimal results.					
NEGOTIATE / MEDIATE	Bring about formal and/or informal agreements that clarify roles, expectations and/or resources. Generate solutions which achieve mutual satisfaction					
OBSERVE / IDENTIFY	Detect and monitor changes in objects, actions, information and/or events to Assess the nature of a situation or problem.					
OPERATE EQUIPMENT	Control or adjust the operation of mechanical or electronic products or equipment.					
ORGANIZE/PLAN	Coordinate people, data and/or material resources into an order, arrangement or strategy to meet objectives.					
PERFORM	Express a skill or artistic talent to an audience.					
PERSUADE	Influence others to alter a belief, adopt an attitude or take action.					
PROMOTE	Endorse or champion a product, service, approach or concept.					
PROVIDE CARE & SUPPORT	Provide practical assistance and resources to improve attitude, health and welfare of others					
DEMONSTRATE SOCIAL/CULTURAL SENSITIVITY	Recognize, respect and work with individual differences. Value contributions from all.					
REPAIR	Diagnose and correct malfunctions in mechanical or electronic equipment.					
RESEARCH	Investigate and gather information from a variety of sources.					
RESOLVE CONFLICT	Address issues with individuals or group members to arrive at a mutually satisfactory outcome.					
RESTORE / RENOVATE	Renew and repair object to original condition					
SELL	Persuade others of the value of a product or service by showing how it fulfills customer needs.					
SERVE AS LIAISON	Connect individuals, groups or organizations to enhance communication and build alliances.					
SET GOALS	Establish, clarify and communicate objectives and expected outcomes.					

SOLVE PROBLEMS	Discover the source of a problem, identify and implement an appropriate solution.					
SPEAK / INTERACT	Express information or an idea in a clear and understandable manner. Adapt language, tone and style to meet needs of listener.					
SPEAK TO GROUPS	Present information or point of view to groups in a compelling and effective manner.					
SYNTHESIZE / INTEGRATE	Combine separate parts or elements to form new ideas, concepts, theories or approaches.					
TRAIN / INSTRUCT	Teach or explain specialized knowledge using appropriate methods and technologies.					
USE BODY COORDINATION	Demonstrate physical agility, strength, balance and stamina.					
USE INTUITION	Recognize and use insight gained through feelings, sensations and visual images.					
VISUALIZE	Use imagination to picture how something will look.					
WORK OUTDOORS	Adapt to performing tasks out of doors. Adjust behavior according to conditions.					
WRITE	Organize and express ideas using appropriate language, tone, grammar and punctuation.					
INSTALL	Set up, position and adjust equipment, machines or software for use.					
SKETCH / DRAW	Draft plans, pictures or diagrams to convey ideas or information.					
SERVE CLIENTS & CUSTOMERS	Assess and resolve client problem or need. Strive to meet or exceed expectations.					

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Notes/Thoughts/Patterns found: