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