

Skills Assessment Worksheet

Transferable skills generally are not associated with a particular job or task. Transferable skills are usually broader and related to leadership, communication, critical thinking, analysis, and organization. These are skills that can be transferred and utilized in a variety of different kinds of jobs and career paths.

For the list of skills below mark each column as described. You can mark more than one column and you can also not mark any columns for certain skills.

1. What skills have you already acquired and feel competent doing? In the first column, mark each skill in which you feel competent.
2. What skills do you enjoy, even if you are not proficient at them? In the second column, mark those skills that you really enjoy.
3. What skills would you like to learn, acquire or develop further?

| Communication Skills | Feel Competent | Enjoy/ Favorites | Would Like to Develop |
|---|-----------------------|-----------------------------|------------------------------|
| Speak, debate, advocate, present or demonstrate an idea in public | | | |
| Facilitate a meeting | | | |
| Reading and following directions | | | |
| Comparing or cross-checking two lists | | | |
| Filling out forms accurately | | | |
| Writing reports, letters and memos correctly | | | |
| Reading and understanding policies and memos | | | |
| Comfortably speaking to others you do not know | | | |
| Taking notes while someone speaks | | | |
| Finding information | | | |
| Explaining things to other people | | | |
| Know when to ask for help or more explanation | | | |
| Counsel or advise others | | | |
| Listening to others | | | |
| Others: | | | |

| Management and Self-Management Skills | Feel Competent | Enjoy/ Favorites | Would Like to Develop |
|---|-----------------------|-------------------------|------------------------------|
| Administer and set goals/ priorities | | | |
| Plan or make decisions | | | |
| Anticipate, initiate, assess needs | | | |
| Manage people- delegate tasks, direct, oversee, motivate | | | |
| Sell, negotiate, convince, promote or persuade | | | |
| Being patient with others | | | |
| Keeping a cheerful attitude | | | |
| Getting interested/excited about the task at hand | | | |
| Offering to help when it's 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 your own work | | | |
| Using courtesy when dealing with others | | | |
| Seeking help when needed | | | |
| Being eager to learn | | | |
| Speaking up for yourself | | | |
| Solving problems in a cooperative way | | | |
| Other: | | | |

| Number Skills | Feel Competent | Enjoy/ Favorites | Would Like to Develop |
|---|-----------------------|-------------------------|------------------------------|
| Compute, calculate, compare or record numbers | | | |

| | | | |
|---|--|--|--|
| Forecast, appraise or estimate numerical information | | | |
| Doing arithmetic correctly | | | |
| Using percentages and decimals | | | |
| Estimating costs and/or time needed to complete a job | | | |
| Using a database program on a computer | | | |
| Using a spreadsheet on a computer | | | |
| Creating and managing a budget | | | |
| Other: | | | |

| Creative Skills | Feel Competent | Enjoy/ Favorites | Would Like to Develop |
|---|-----------------------|-----------------------------|----------------------------------|
| Perceive intuitively, sense, show insight or have foresight | | | |
| Use artistic ability, photograph, decorate, paint or sculpt | | | |
| Use creativity, visualize, imagine, brainstorm or design | | | |
| Use musical ability, sing, compose or play instruments | | | |
| Presenting artistic ideas | | | |
| Visualizing shapes | | | |
| Designing | | | |
| Drawing, illustrating, sketching | | | |
| Other: | | | |

| People and Social Skills | Feel Competent | Enjoy/ Favorites | Would Like to Develop |
|---|-----------------------|-----------------------------|----------------------------------|
| Care, treat, heal, nurse or rehabilitate others | | | |
| Counsel, empower, coach, guide or listen to individuals | | | |
| Host, comfort, please, 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 | | | |

| | | | |
|--|--|--|--|
| Caring for children responsibly | | | |
| Caring for the sick and elderly | | | |
| Calming people down | | | |
| Helping people complete a task | | | |
| Knowing how to get along with different people/personalities | | | |
| Leading groups or activities | | | |
| Other: | | | |

| Critical Thinking Skills | Feel Competent | Enjoy/ Favorites | Would Like to Develop |
|--|-----------------------|-----------------------------|----------------------------------|
| Analyze, use logic, problem solve, examine | | | |
| Conceptualize, adapt, develop, hypothesize or discover | | | |
| Evaluate, assess, test, appraise, diagnose | | | |
| Observe, reflect, study or notice | | | |
| Research, investigate, read or interview | | | |
| Synthesize, integrate, unify or conceptualize ideas | | | |
| Other: | | | |

| Business Skills | Feel Competent | Enjoy/ Favorites | Would Like to Develop |
|---|-----------------------|-----------------------------|----------------------------------|
| Working with computers | | | |
| Using a business telephone | | | |
| Working with budgets | | | |
| Account, budget, program or systematize financial data | | | |
| Attend to detail, copy, inspect or transcribe | | | |
| Setting up and closing out a cash register | | | |
| Managing money and bills | | | |
| Organizing, filing, updating, categorizing or arranging information | | | |

| | | | |
|----------------------------|--|--|--|
| Writing business documents | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |

| Technical Skills | Feel Competent | Enjoy/ Favorites | Would Like to Develop |
|---|-----------------------|-----------------------------|------------------------------|
| Use physical coordination | | | |
| Build or construct things or structures | | | |
| Do skilled crafts or use hand coordination with tools | | | |
| Operate vehicles, machines or electronic equipment | | | |
| Repair or set up machines or equipment | | | |
| Installing things | | | |
| Work with earth and nature | | | |
| Gardening, landscaping and farming | | | |
| Other: | | | |

1. From the list above, referring to column 2, list your top five to ten favorite skills that you would most enjoy utilizing in your work (even if you are not proficient at them yet)? *Include the main skill category.*

2. Which of the favorite skills listed above do you consider strengths or things that you are very good at (both column 1 and 2 would probably be marked)? *Include the main skill category.*

3. Which (top five) skills would you like to develop, improve and/or learn (refer to skills marked in column 3)? *Include the main skill category.*