

Name _____

Date _____

Skills Inventory

Put a **check mark** by skills you think you have; **double check mark** the skills you feel are your strongest for assessments 1, 2, & 3.

1. **Functional** or **Transferable** skills related to **Working with People**

- | | |
|---|--|
| <input type="checkbox"/> Delegate | <input type="checkbox"/> Nursing/Child Care |
| <input type="checkbox"/> Motivate | <input type="checkbox"/> Social/Hosting Skills |
| <input type="checkbox"/> Oral Communication | <input type="checkbox"/> Negotiate/Arbitrate |
| <input type="checkbox"/> Written Communication | <input type="checkbox"/> Supervise/Manage |
| <input type="checkbox"/> Develop Rapport | <input type="checkbox"/> Persuade/Influence |
| <input type="checkbox"/> Handle Complaints | <input type="checkbox"/> Mobilize Resources |
| <input type="checkbox"/> Counsel | <input type="checkbox"/> Train |
| <input type="checkbox"/> Listen | <input type="checkbox"/> Organize |
| <input type="checkbox"/> Interview | <input type="checkbox"/> Chair Meetings |
| <input type="checkbox"/> Interpret | <input type="checkbox"/> Recruit |
| <input type="checkbox"/> Teach/Instruct | <input type="checkbox"/> Sell |
| <input type="checkbox"/> Coordinate Events | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Arrange for Meetings | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Plan – Meetings or Workshops | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> Plan – Goal Setting/Projections | <input type="checkbox"/> Financial Management |
| <input type="checkbox"/> Facilitate Groups or Discussions | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Collaborate | <input type="checkbox"/> Promote |
| | <input type="checkbox"/> Other |

2. **Functional** or **Transferable** skills related to working with **Objects or Things**

- | | |
|--|---|
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Home Economic Skills |
| <input type="checkbox"/> Use Instruments | <input type="checkbox"/> Physical Coordination |
| <input type="checkbox"/> Precision Work | <input type="checkbox"/> Manual Dexterity |
| <input type="checkbox"/> Handle Objects | <input type="checkbox"/> Horticultural Skills |
| <input type="checkbox"/> Machine or Manual Skills | <input type="checkbox"/> Use of Office Machines |
| <input type="checkbox"/> Creative Use of Materials | <input type="checkbox"/> Mechanical Drawing |
| <input type="checkbox"/> Artistic | <input type="checkbox"/> Appraise / Estimate |
| <input type="checkbox"/> Inspect | <input type="checkbox"/> Assemble |
| <input type="checkbox"/> Build / Construct | <input type="checkbox"/> Distribute |
| <input type="checkbox"/> Repair / Maintain | <input type="checkbox"/> Work in Laboratory |
| <input type="checkbox"/> Mechanical Ability | <input type="checkbox"/> Make Layouts |
| <input type="checkbox"/> Operate Equipment | <input type="checkbox"/> Map |
| <input type="checkbox"/> Craft Skills | <input type="checkbox"/> Measure |
| <input type="checkbox"/> Keep Records | <input type="checkbox"/> Other |

3. **Functional or Transferable** skills related to **Data / Information**

- | | |
|---------------------------------------|------------------------------|
| _____ Investigate | _____ Develop Ideas |
| _____ Classify / Record Keep | _____ Conceptual Ability |
| _____ Abstract | _____ Scientific Methodology |
| _____ Copy / Duplicate | _____ Statistical Analysis |
| _____ Store / Retrieve | _____ Forecast |
| _____ Purchase | _____ Analyze |
| _____ Account / Keep Books | _____ Innovate |
| _____ Draft | _____ Financial Management |
| _____ Computer / Numerical Skills | _____ Budget |
| _____ Accurate / Attention to Details | _____ Design |
| _____ Proofread | _____ Visual / Imaging |
| _____ Plan (Utilizing Information) | _____ Evaluate |
| _____ Write Composition | _____ Computer / Calculate |
| _____ Gather Information | _____ Observe |
| _____ Research | _____ Program |
| _____ Read / Study | _____ Clerical Skills |
| _____ Improve / Adapt | _____ Diagnose |
| _____ Edit | _____ Describe |
| _____ Organize / Synthesize Data | _____ Other |

Functional Skills Analysis from 1, 2, & 3

My most outstanding skills related to:

Working with People	Objects / Things	Data / Information
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
_____	_____	_____

List up 3 job fields you would like to work in.
