

Name _____

Date _____

Skills Inventory

Score your skills bellow by **1** being **Strong**, **2** being **Capable**, and **3** being **Weak** in all three categories.

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

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

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

- | | |
|---------------------------------|------------------------------|
| _____ Computer Skills | _____ Home Economic Skills |
| _____ Use Instruments | _____ Physical Coordination |
| _____ Precision Work | _____ Manual Dexterity |
| _____ Handle Objects | _____ Horticultural Skills |
| _____ Machine or Manual Skills | _____ Use of Office Machines |
| _____ Creative Use of Materials | _____ Mechanical Drawing |
| _____ Artistic | _____ Appraise / Estimate |
| _____ Inspect | _____ Assemble |
| _____ Build / Construct | _____ Distribute |
| _____ Repair / Maintain | _____ Work in Laboratory |
| _____ Mechanical Ability | _____ Make Layouts |
| _____ Operate Equipment | _____ Map |
| _____ Craft Skills | _____ Measure |
| _____ Keep Records | _____ 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 3 job fields you would like to work in

List 3 job fields you don't want to work in
