Skills:

What are your skills? Name one accomplishment you are proud of. Review the list of skills below. What skills did you need to use to obtain this accomplishment?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

➢ Review the following list of skills and underline those that you possess; circle those which you excel at.

Adapting  Handling paperwork  Persuading
Advising  Helping  Preparing
Analyzing  Initiating  Presenting
Budgeting  Instructing  Problem solving
Building  Investigating  Programming
Communicating  Judging  Promoting
Competing  Keeping records  Reading
Confronting  Languages  Reporting
Coordinating  Leading  Researching
Creating  Listening  Revising
Dealing w/deadlines  Managing  Risk-taking
Dealing w/pressure  Mathematics  Selling
Dealing w/unknown Debating  Mechanical  Teamwork
Decision making  Mediating  Testing results
Detail-oriented  Memorizing  Tutoring
Editing  Motivating  Visualizing
Enforcing  Negotiating  Working independently
Empathizing  Observing  Working with ideas
Evaluating  Organizing  Working under stress
Experimenting  Performing  Writing

Rank your top ten skills in order. Circle the ones you enjoy using most.

1.______________________  6._______________________
2.______________________  7._______________________
3.______________________  8._______________________
4.______________________  9._______________________
5.______________________  10.______________________

➢ Other Self-Assessments for Skills:

(1) ISEEK Skills Assessment: Available at http:
www.iseek.org/careers/skillsAssessment
This assessment has you rate yourself on 35 different skills. At the end of the assessment you will see a list of suggested occupations matched to your skills.

(2) O*Net Skills Search: Available at [http://online.onetcenter.org/skills](http://online.onetcenter.org/skills)
Select skills from 6 skills groups that you have or plan to acquire. After selecting your skills, click "Go" to receive a list of suggested occupations matched to your skills.