CAREER & PLANNING SERVICES

SKILLS INVENTORY

Rate your current competency in each skill listed below on a scale from 1 to 5 (5 being the highest skill level). Also, identify those skills you would need to develop to reach your career goal.

Organizational Skills		
	Self-rating (1 to 5)	Want to develop? (yes, no, maybe)
Organizing people, events, things		
Classifying information		
Coordinating resources		
Streamlining procedures		
Researching, gathering information		
Separating important from unimportant		
Determining sequences of tasks		
Setting priorities		
Total	_____ /40	= _____ %

Problem Solving Skills		
	Self-rating (1 to 5)	Want to develop? (yes, no, maybe)
Evaluating alternatives		
Clarifying problems		
Generating solutions		
Testing ideas		
Determining outcomes, consequences		
Tracing problems to sources		
Total	_____ /30	= _____ %

Leadership Skills		
	Self-rating (1 to 5)	Want to develop? (yes, no, maybe)
Promoting change		
Taking risks		
Engendering trust		
Leading groups		
Building a team		
Delegating authority		
Overseeing work projects		
Getting thinks done through other people		
Total	_____ /40	= _____ %

Communication Skills		
	Self-rating (1 to 5)	Want to develop? (yes, no, maybe)
Verbal		
Conversing with individuals		
Exchanging ideas with groups		
Making presentations		
Listening		
Debating		
Written		
Writing correspondence		
Writing business materials		
Writing research papers		
Teaching		
Demonstrating ideas through examples		
Instructing/tutoring individuals		
Creating effective learning environments		
Total	_____ /55	= _____ %

Initiative		
	Self-rating (1 to 5)	Want to develop? (yes, no, maybe)
Initiating new ideas/projects		
Making the first move in relationships		
Finding new solutions		
Total	_____ /15	= _____ %

Technical Skills		
	Self-rating (1 to 5)	Want to develop? (yes, no, maybe)
Computer skills		
Laboratory skills / Conducting experiments		
Managing budgets, money		
Maintaining /operating equipment		
Controlling inventory		
Total	_____ /30	= _____ %

Interpersonal Skills		
	Self-rating (1 to 5)	Want to develop? (yes, no, maybe)
Managing/resolving conflicts		
Negotiating		
Collaborating		
Persuading, recruiting, selling		
Treating, healing others		
Giving constructive feedback		
Coaching, mentoring		
Giving practical advice		
Developing rapport		
Demonstrating empathy		
Understanding people's motivations		
Total	_____ /55	= _____ %

Creative Skills		
	Self-rating (1 to 5)	Want to develop? (yes, no, maybe)
Creating new ideas, images		
Inventing new products		
Designing projects/systems		
Designing learning materials		
Improvising with existing resources		
Finding new solutions		
Composing music		
Playing musical instruments		
Writing novels, short stories, plays, poems		
Drawing, painting, sculpting		
Acting, dancing		
Finishing, restoring		
Total	_____ /65	= _____ %