

Name:

## Skills Assessment

Skills are developed through paid and unpaid work experiences, volunteerism, hobbies, classroom experiences and everyday living. The following is a partial sample of skills. Use this to: take an inventory of your skills; prioritize your skills according to interest; and assess your proficiencies. Put a check by the skills you have used. On the back of this sheet, you'll list those that interest you most, and the ones at which you excel.

abstracting	acting	adapting	adjusting	administering
advertising	advising	analyzing	answering	anticipating
applying	approving	acquiring	arbitrating	arranging
assessing	assigning	assisting	assuring	attaining
auditing	bargaining	briefing	budgeting	building
calculating	charting	checking	classifying	coaching
collaborating	communicating	comparing	compiling	completing
composing	computing	constructing	consulting	coordinating
coping	copying	counseling	creating	deciding
decorating	defining	delegating	demonstrating	detailing
determining	developing	devising	diagnosing	directing
discovering	discussing	displaying	dissecting	distributing
drafting	dramatizing	drawing	editing	eliminating
empathizing	empowering	encouraging	enforcing	estimating
evaluating	examining	explaining	expressing	extracting
facilitating	filing	financing	following	gathering
guiding	handling	helping	hiring	hypothesizing
identifying	illustrating	imagining	implementing	improving
improvising	influencing	initiating	innovating	inspecting
inspiring	installing	instructing	integrating	interpreting
interviewing	inventing	inventorying	investigating	leading
learning	lecturing	listening	managing	manipulating
mediating	memorizing	mentoring	monitoring	motivating
navigating	negotiating	observing	operating	ordering
organizing	originating	participating	perceiving	performing
persuading	photographing	piloting	pinpointing	planning
predicting	preparing	prescribing	presenting	printing
problem-solving	processing	producing	programming	promoting
proofreading	proposing	providing	publicizing	purchasing
reading	reasoning	receiving	recommending	reconciling
recording	recruiting	referring	rehabilitating	reinforcing
relating	reorganizing	repairing	reporting	researching
restoring	reviewing	revising	risking	scheduling
selecting	selling	separating	serving	setting-up
sharing	simplifying	sketching	solving	speaking
sorting	studying	summarizing	supervising	supplying
synthesizing	talking	teaching	team-building	trouble-shooting
tutoring	understanding	unifying	uniting	verbalizing
visualizing	writing			

Write the checked skills that interested you the most here:

Rank the skills you listed above in order of your level of proficiency. Put the skills you do best at the top.