

SKILLS CHECKLIST

***Instructions:**

1. Rate your level of competence for each skill.
2. Determine if you like or dislike using this skill (L or D).
3. Rank your top five skill categories.

| Skills | Excellent | Good | Fair | Poor | Like/Dislike |
|-----------------------|-----------|------|------|------|--------------|
| ORGANIZATIONAL | | | | | |
| Prioritizing | | | | | |
| Planning | | | | | |
| Managing Time | | | | | |
| Coordinating | | | | | |
| COMMUNICATON | | | | | |
| Speaking | | | | | |
| Listening | | | | | |
| Persuading | | | | | |
| Teaching/Training | | | | | |
| Writing | | | | | |
| TEAM WORK | | | | | |
| Cooperating | | | | | |
| Group Facilitating | | | | | |
| Collaborating | | | | | |
| Supporting | | | | | |
| INTERPERSONAL | | | | | |
| Respecting diversity | | | | | |
| Listening | | | | | |
| Supporting | | | | | |
| Understanding | | | | | |
| Counseling | | | | | |
| LEADERSHIP | | | | | |
| Motivating | | | | | |
| Initiating | | | | | |
| Goal setting | | | | | |
| Delegating | | | | | |
| Supervising | | | | | |
| CREATIVITY | | | | | |
| Inventing | | | | | |
| Designing | | | | | |
| Performing | | | | | |
| Displaying | | | | | |
| Drawing/Painting | | | | | |

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| Skills | Excellent | Good | Fair | Poor | Like/Dislike |
|-----------------------|-----------|------|------|------|--------------|
| PHYSICAL | | | | | |
| Constructing | | | | | |
| Using tools | | | | | |
| Operating equipment | | | | | |
| Repairing/Fixing | | | | | |
| Othr phys. activities | | | | | |
| ANALYSIS | | | | | |
| Compiling data | | | | | |
| Details | | | | | |
| Questioning | | | | | |
| Reasoning | | | | | |
| Conducting research | | | | | |
| PROB. SOLVING | | | | | |
| Handling complaints | | | | | |
| Investigating | | | | | |
| Getting information | | | | | |
| Troubleshooting | | | | | |
| Mediating | | | | | |
| FLEXIBILITY | | | | | |
| Working in pressure | | | | | |
| Working long hours | | | | | |
| Waiting | | | | | |
| Hurrying | | | | | |
| Working w/ others | | | | | |
| KNOWLEDGE | | | | | |
| Acquiring | | | | | |
| Maintaining | | | | | |
| Using | | | | | |
| Manipulating | | | | | |
| Communicating | | | | | |
| TECHNOLOGY | | | | | |
| Designing systems | | | | | |
| Applying technology | | | | | |
| Troubleshooting | | | | | |
| Entering data | | | | | |
| Word processing | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

SKILLS CHECKLIST

RANKING

Rank your top five skill categories that you rated *Excellent* or *Good* and that you enjoy using.

1.

2.

3.

4.

5.