

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					

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RANKING

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

1.

2.

3.

4.

5.