**Career and Workplace Essentials**

**SELF ASSESSMENT - IDENTIFYING YOUR SKILLS**

Some skills come from life experiences, from relationships with people, events, and  societal influences. These can be called "life skills" or "survival skills". Others come from what we have learned through jobs and education. The latter are frequently called "professional" or "technical" skills. Through this activity you will discover that many of your skills are transferrable from one area to another.

**LIFE SKILLS**

Indicate whether or not you think you posses this skill. Try to think of an example to confirm that you have each skill.  While it is for your benefit to give examples for each skill, for the purpose of this assignment you must indicate at least three examples.

|  |  |  |
| --- | --- | --- |
| Skill | Yes/No | Example |
| Courage |  |  |
| Flexibility |  |  |
| Perseverance |  |  |
| Humour |  |  |
| Sensitivity |  |  |
| Enthusiasm |  |  |
| Energy |  |  |
| Innovation |  |  |
| Resilience |  |  |
| Organization |  |  |
| Getting Along with others |  |  |
| Leadership |  |  |
| Motivation |  |  |

**JOB SKILLS INVENTORY**

The following inventory will help you analyze the skills you possess. Rate yourself on a scale of 1 to 5 for each quality listed below, and circle that number. Complete the list; then answer the questions that follow. This will help you identify your strengths and areas where you feel you may need improvement..

**A. THINKING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quick | 1 | 2 | 3 | 4 | 5 |
| Decisive | 1 | 2 | 3 | 4 | 5 |
| Cautious | 1 | 2 | 3 | 4 | 5 |
| Creative | 1 | 2 | 3 | 4 | 5 |
| Curious | 1 | 2 | 3 | 4 | 5 |
| Action oriented | 1 | 2 | 3 | 4 | 5 |
| Intuitive | 1 | 2 | 3 | 4 | 5 |
| Innovative | 1 | 2 | 3 | 4 | 5 |
| Analytical | 1 | 2 | 3 | 4 | 5 |
| Objective | 1 | 2 | 3 | 4 | 5 |
| Organized | 1 | 2 | 3 | 4 | 5 |
| Good under stress | 1 | 2 | 3 | 4 | 5 |
| Practical | 1 | 2 | 3 | 4 | 5 |
| Goal-oriented | 1 | 2 | 3 | 4 | 5 |
| Flexible . | 1 | 2 | 3 | 4 | 5 |
| Theoretical | 1 | 2 | 3 | 4 | 5 |
| Rational | 1 | 2 | 3 | 4 | 5 |
| Quick learner | 1 | 2 | 3 | 4 | 5 |
| Accurate | 1 | 2 | 3 | 4 | 5 |
| Good memory | 1 | 2 | 3 | 4 | 5 |
| Detailed | 1 | 2 | 3 | 4 | 5 |

1. When do you do your best thinking?
2. Do you generally Iike to spend your time looking at many angles to a problem or do you prefer to move on to a solution quickly?
3. When does your approach work and when does it fail?
4. What type of information do you work best with?
5. Circle or highlight the skills you rated 3 or higher.
6. List the skills you want to improve.

**B. TALKING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organized | 1 | 2 | 3 | 4 | 5 |
| Concise | 1 | 2 | 3 | 4 | 5 |
| Persuasive | 1 | 2 | 3 | 4 | 5 |
| Relaxed | 1 | 2 | 3 | 4 | 5 |
| Commanding | 1 | 2 | 3 | 4 | 5 |
| Humorous | 1 | 2 | 3 | 4 | 5 |
| Quick | 1 | 2 | 3 | 4 | 5 |
| Flexible | 1 | 2 | 3 | 4 | 5 |
| Diplomatic | 1 | 2 | 3 | 4 | 5 |
| Paced | 1 | 2 | 3 | 4 | 5 |
| Logical | 1 | 2 | 3 | 4 | 5 |
| Clear | 1 | 2 | 3 | 4 | 5 |

1. Under what circumstances do you speak well?
2. Under what conditions can you give a favourable impression when you speak?
3. Can you sell ideas verbally?

1. to individuals?  Yes \_\_\_\_ No \_\_\_\_

b) to groups?  Yes \_\_\_\_ No \_\_\_\_

4. Are you able to influence others with words? Yes \_\_\_\_ No \_\_\_\_

5. Circle or highlight the skills you rated 3 or higher.

**C. WORKING WITH OTHERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cooperative | 1 | 2 | 3 | 4 | 5 |
| Amiable | 1 | 2 | 3 | 4 | 5 |
| supportive | 1 | 2 | 3 | 4 | 5 |
| Active | 1 | 2 | 3 | 4 | 5 |
| Team player | 1 | 2 | 3 | 4 | 5 |
| Enthusiastic | 1 | 2 | 3 | 4 | 5 |
| Natural leader | 1 | 2 | 3 | 4 | 5 |
| Independent | 1 | 2 | 3 | 4 | 5 |
| Self-reliant | 1 | 2 | 3 | 4 | 5 |
| Diplomatic | 1 | 2 | 3 | 4 | 5 |
| Sensitive | 1 | 2 | 3 | 4 | 5 |

1. Do you work best on your own or with others? Give examples of your success as a group or solitary worker.

2. When you work with others, what do they like about you?

3. Do others look to you for help?

1. Circle or highlight the skills you rated 3 or higher

**D. MANAGING OTHERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Decisive | 1 | 2 | 3 | 4 | 5 |
| Caring | 1 | 2 | 3 | 4 | 5 |
| Create-enthusiasm | 1 | 2 | 3 | 4 | 5 |
| Motivate | 1 | 2 | 3 | 4 | 5 |
| Gain respect | 1 | 2 | 3 | 4 | 5 |
| Create cooperation | 1 | 2 | 3 | 4 | 5 |
| Fair | 1 | 2 | 3 | 4 | 5 |
| Build talent in others | 1 | 2 | 3 | 4 | 5 |
| Challenge | 1 | 2 | 3 | 4 | 5 |
| Initiate | 1 | 2 | 3 | 4 | 5 |
| Organize others | 1 | 2 | 3 | 4 | 5 |
| Establish policy and guidelines | 1 | 2 | 3 | 4 | 5 |

1. What experience have you had managing people?

2. How do you direct and lead others into action?

3. When have you demonstrated a talent for helping others develop?

4. Circle or highlight the skills you rated 3 or higher.

**E. TECHNICAL ABILITIES**

Technical skills are those you acquire through specialized education or on the job. Examples include drafting, data entry, calligraphy, computer, switchboard, truck driving, etc.

1. List your own technical skills in the space provided and rate them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |

2. List the technical skills you wish to improve.

**F. PERSONAL STRENGTHS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Persistent | 1 | 2 | 3 | 4 | 5 |
| Energetic | 1 | 2 | 3 | 4 | 5 |
| Optimistic | 1 | 2 | 3 | 4 | 5 |
| Flexible | 1 | 2 | 3 | 4 | 5 |
| Dependable | 1 | 2 | 3 | 4 | 5 |
| Ethical | 1 | 2 | 3 | 4 | 5 |
| Loyal | 1 | 2 | 3 | 4 | 5 |
| Desire to achieve | 1 | 2 | 3 | 4 | 5 |
| Steady | 1 | 2 | 3 | 4 | 5 |
| Honest | 1 | 2 | 3 | 4 | 5 |
| Committed | 1 | 2 | 3 | 4 | 5 |
| Work best under pressure | 1 | 2 | 3 | 4 | 5 |
| Friendly | 1 | 2 | 3 | 4 | 5 |
| Hard Working | 1 | 2 | 3 | 4 | 5 |

1. How do you react under stress?

2. Circle or highlight the personal strengths you rated 3 or higher. Of these which do you value most?

3. What are you best known for?

a) on the job?

1. to your friends?

c) to your family?

**MEMO ASSIGNMENT**

Spend some time reflecting on the skills you have identified. To convince a prospective employer of your value, you must be able to describe them concisely.

In the space below briefly analyzing your strongest transferable soft skills. For each skill explain how you acquired it.

