

SKILLS INVENTORY WORKSHEET

Rate, rank, and demonstrate your skills

STEP 1: Rate your current level (from 1-5, 5 being the highest) for each of the skills below and indicate if you wish to develop any particular skills further. The following list is a starting point; you can expand on each category and add your own (e.g., public health).

<i>COMMUNICATION SKILLS</i>	Self-rating (1-5)	Want to develop (yes, no, maybe)
<i>Verbal</i>		
Conversing with individuals		
Exchanging ideas with groups		
Giving presentations		
Listening		
Debating		
<i>Written</i>		
Writing correspondence		
Writing business materials		
Writing research papers		
<i>ORGANIZATIONAL SKILLS</i>	Self-rating (1-5)	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		
<i>INTERPERSONAL SKILLS</i>	Self-rating (1-5)	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		



<i>LEADERSHIP SKILLS</i>	Self-rating (1-5)	Want to develop (yes, no, maybe)
Promoting change		
Taking risks		
Engendering trust		
Leading groups		
Building a team		
Delegating authority		
Overseeing work projects		
Getting things done through other people		
<i>PROBLEM-SOLVING SKILLS</i>	Self-rating (1-5)	Want to develop (yes, no, maybe)
Evaluating alternatives		
Clarifying problems		
Generating solution		
Testing ideas		
Determining outcomes, consequences		
Tracing problems to sources		
<i>INITIATIVE SKILLS</i>	Self-rating (1-5)	Want to develop (yes, no, maybe)
Initiating new ideas/projects		
Making the first move in relationships		
Finding new solutions		
<i>TECHNICAL SKILLS</i>	Self-rating (1-5)	Want to develop (yes, no, maybe)
Computer skills		
Conducting experiments		
Managing budgets, money		
Maintaining/operating equipment		
<i>CREATIVE SKILLS</i>	Self-rating (1-5)	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		

STEP 2: Rank your top five skills to highlight your strongest ones (self-rating of 5 or 4).

1. _____
2. _____
3. _____
4. _____
5. _____

STEP 3: Demonstrate your skills by thinking of examples for them. You can do that for your top skills to start and can continue with more. Use the example below as inspiration for your own list.

Example:

<i>SKILLS DEMONSTRATED</i>	<i>CONCRETE EXAMPLES</i>
<i>Initiative, organization, communication</i>	<i>Proposed and coordinated bake sale for Student Association. Publicized event through social media.</i>
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