Self-Assessment: Know Your Skills

Transferable are competencies that are transferable to many different work settings. You can develop skills in a variety of ways, including from jobs and internships, coursework and school projects, volunteer and extracurricular activities, hobbies, and from daily life responsibilities.

Below is a list that will help you acknowledge the skills you have used, the skills you would like to use, and the skills you would like to develop.

From the following list, underline the skills you have used, and then circle the top 3 to 5 underlined skills you enjoy using most from each category.

Communication

Exchange, convey, and express knowledge and ideas.

Write
Edit
Summarize
Persuade
Verbal communication
Listen attentively
Facilitate discussion
Consult
Teach/train
Promote
Use of languages
Communicate with metaphors
Mastery with words
Ask questions
Make presentations
Negotiate
Conversational ability
Public speaking

Design & Planning

Imagine the future and develop a process for creating it.

Anticipate problems
Brainstorm new ideas
Plan
Invent
Conceptualize Design
Display
Design programs
Think visually
Improvise
Compose
Adapt
Create images
Project potential outcomes
Synthesize Customize
Illustrate
Develop creative solutions

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Information Management

Arrange, organize, and manage data, knowledge, and ideas.

Calculate and compute
Categorize
Quantitative skills
Keep accurate records
Organize information
Manage information
Manage money
Attend to details
logical ability
Develop systems
Develop a budget
Categorize
Streamline systems & processes
Manage databases

Social/Relationship Building

Creating relationships with people and meeting their needs.

Facilitate discussion
Empathize
Encourage
Counsel
Advocate
Coordinate
Provide care to others
Listen
Advise
Demonstrate
Collaborate
Educate
Support
Mobilize others
Resolve conflicts

Leadership/Management

Direct and guide a group in completing tasks, attaining goals, and developing solutions.

Make decisions
Establish priorities
Develop strategies
Supervise
Initiate projects
Coordinate logistics
Delegate
Assume responsibility
Assess needs
Determine, interpret, apply policy
Set timelines and expectations
Evaluate plans and outcomes
Set goals
Create a team

Research

Search for and analyze information.

Analyze ideas
Analyze data
Investigate
Interview for information
Collect data/information
Critical thinking
Observe
Develop theory
Compare
Diagnose
Synthesize information
Hypothesize
Identify trends/themes
Evaluate options

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Next Steps:

Write about each skill you have circled.
Past: How have you used this skill in the past? Provide examples. You can create or SOAR Story.

Future: How do you imagine using this skill in the future?

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