

## SKILLS

Before you start looking for work, you should spend some time thinking about the type of job you want, both now and in the future. Take a look at yourself. What do you like to do? What have you accomplished? What are you good at? The following quiz may provide a place to start.

### CHECK OUT YOUR BASIC WORK SKILLS

Can do	Needs Work	Communication Skills
_____	_____	I speak clearly
_____	_____	I know how to explain my ideas or give accurate information to others
_____	_____	I ask appropriate questions
_____	_____	I know how to seek help when I need it
_____	_____	I write effective letters and reports
_____	_____	I'm a good listener
_____	_____	I'm able to interpret written instructions well
_____	_____	I can give training or other presentations to groups
_____	_____	I have the ability to persuade and influence others
		<b>Thinking Skills</b>
_____	_____	I think about issues clearly
_____	_____	I evaluate situations logically
_____	_____	I can identify and diagnose problems
_____	_____	I can develop effective approaches and ideas to solve problems
_____	_____	I reason well and make objective judgments
_____	_____	I know how to make informed decisions
_____	_____	I seek new ideas, opinions and data
_____	_____	I consider a variety of alternatives before making a decision
_____	_____	I gather and integrate information from various sources
_____	_____	I interpret underlying themes and possible impacts from information
_____	_____	I know how to evaluate risk
_____	_____	I understand and solve problems using basic mathematics
_____	_____	I know how to use technology effectively
		<b>Organizational Skills</b>
_____	_____	I have the ability to set goals in my work and personal life
_____	_____	I can prioritize tasks and assignments to achieve goals
_____	_____	I can anticipate the unexpected and develop solutions to potential problems

_____	_____	I complete work on time
_____	_____	I work neatly and accurately
_____	_____	I take care of tools, materials and equipment
_____	_____	I follow directions
_____	_____	I delegate effectively and build effective work teams
_____	_____	I can easily integrate the efforts of others
_____	_____	I plan and organize activities to meet deadlines
_____	_____	I handle interruptions and changes and still meet goals
_____	_____	I can work on a variety of assignments simultaneously
_____	_____	I can work under pressure and meet deadlines
_____	_____	I develop ways to monitor and follow up on the progress of assigned work
_____	_____	I plan and manage my time
_____	_____	I can prepare budgets
_____	_____	I can manage activities within a budget

**Adaptability Skills**

_____	_____	I have a positive attitude toward change
_____	_____	I recognize and respect other people's differences
_____	_____	I think of new ways to get the job done
_____	_____	I handle transitions easily
_____	_____	I see my mistakes as learning experiences

**Interpersonal Skills**

_____	_____	I get along with people
_____	_____	I can confront people problems and resolve conflicts
_____	_____	I'm co-operative, contributing to team work and group endeavours
_____	_____	I care about the feelings of others
_____	_____	I know how to be tactful
_____	_____	I can provide constructive feedback
_____	_____	I respect the ideas of others
_____	_____	I support other people's decisions
_____	_____	I am sensitive to and respond to the needs and feelings of others
_____	_____	I accept authority and supervision
_____	_____	I know how to work on a team
_____	_____	I respect other people's differences
_____	_____	I seek and accept feedback for self-improvement

## Learning Skills

- |       |       |                                                                   |
|-------|-------|-------------------------------------------------------------------|
| _____ | _____ | I enjoy learning – I seek new ideas, opinions and data            |
| _____ | _____ | I'm curious about people and events                               |
| _____ | _____ | I'm interested in learning more about my areas of career interest |
| _____ | _____ | I know how to read and find information when I need it            |
| _____ | _____ | I want to continue learning throughout my life                    |

## SKILLS AND INTERESTS CHECKLIST

### What is Your Preference?

Check the skills below that interest you.

1. **Leadership:** Do you like to:

- |                                          |                                                |
|------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Direct others   | <input type="checkbox"/> Accept responsibility |
| <input type="checkbox"/> Organize        | <input type="checkbox"/> Speak in public       |
| <input type="checkbox"/> Supervise       | <input type="checkbox"/> Solve problems        |
| <input type="checkbox"/> Persuade people | <input type="checkbox"/> Take risks            |

Professions include: Coach, Principal, Office Manager, Head Cashier

2. **Worker:** Do you:

- |                                                         |                                                                |
|---------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Follow through on instructions | <input type="checkbox"/> Take direction well                   |
| <input type="checkbox"/> Complete tasks as directed     | <input type="checkbox"/> Expect clear and concise instructions |
| <input type="checkbox"/> Dislike frequent changes       | <input type="checkbox"/> Enjoy routine/repetitive assignments  |
| <input type="checkbox"/> Pay attention to detail        | <input type="checkbox"/> Perform with speed and accuracy       |

Professions include: Secretary, Administrative Asst., Bookkeeper, Careers in Sales/Service

3. **People:** Do you like:

- |                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Working with others      | <input type="checkbox"/> Being around others  |
| <input type="checkbox"/> Helping others           | <input type="checkbox"/> Social contact       |
| <input type="checkbox"/> Human relations problems | <input type="checkbox"/> Teaching/counselling |
| <input type="checkbox"/> Listening                | <input type="checkbox"/> Offering support     |

Professions include: Social Worker, Teacher

4. **Data Person:** Do you like:

- |                                                         |                                                                      |
|---------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Relying on your own thoughts   | <input type="checkbox"/> Working with numerical and written material |
| <input type="checkbox"/> Technical information          | <input type="checkbox"/> Being precise                               |
| <input type="checkbox"/> Being a private person         | <input type="checkbox"/> Maintaining records                         |
| <input type="checkbox"/> Working with modern technology | <input type="checkbox"/> Using logic and analytical thinking         |

Professions include: Computer Technician/Operator, Land Surveyor

5. **Communication:** Do you like:

- |                                                            |                                                        |
|------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Discussion                        | <input type="checkbox"/> Making presentations          |
| <input type="checkbox"/> Using words and ideas             | <input type="checkbox"/> Listening                     |
| <input type="checkbox"/> Communicating clearly             | <input type="checkbox"/> Explaining information        |
| <input type="checkbox"/> Interpreting and organizing ideas | <input type="checkbox"/> Revising and editing material |

Professions include: Writer, Editor, Lawyer, Teacher, Social Worker

6. **Manual Dexterity:** Are you good at:

- |                                                    |                                                              |
|----------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Working with your hands   | <input type="checkbox"/> Using tools, equipment              |
| <input type="checkbox"/> Physical activity         | <input type="checkbox"/> Making, building, assembling things |
| <input type="checkbox"/> Motor co-ordination       | <input type="checkbox"/> Moving or acting quickly            |
| <input type="checkbox"/> Repairing or installation | <input type="checkbox"/> Operating machinery                 |

Professions include: Plumber, Baker, Dancer, Athlete

7. **Creative:** Are you an idea or fact person?

Idea People:

- Follow hunches
- Are risk-takers
- Have lots of ideas
- Invent/create

Fact People:

- Watch
- Observe
- Explore
- Design/develop

Professions include:

Advertiser, Stockbroker, Writer

Professions include:

Engineer, Construction, Technical Jobs

Circle your 3 highest scores. These scores reflect the areas you are most interested in.