Skills Inventory

Check those skill areas you are good at, those you enjoy using, and those you plan to develop or strengthen.

	Good/	Enjoy	Develop/
Working with People			
•Advising, counseling, interviewing	_____	_____	_____
•Assisting, protecting, providing physical care	_____	_____	_____
•Coordinating work w/ others	_____	_____	_____
•Persuading, negotiating, selling	_____	_____	_____
•Supervising, directing, assessing	_____	_____	_____
•Training, instructing	_____	_____	_____
Working with Hands or Equipment			
•Designing equipment, developing systems	_____	_____	_____
•Doing precision work	_____	_____	_____
•Drafting, drawing	_____	_____	_____
•Installing, setting up, constructing	_____	_____	_____
•Maintaining, inspecting, repairing	_____	_____	_____
•Operating machines or equipment	_____	_____	_____
•Using tools, measuring	_____	_____	_____
Communicating			
•Explaining, answering questions	_____	_____	_____
•Extensive reading, active listening	_____	_____	_____
•Following written and oral instructions	_____	_____	_____
•Making presentations	_____	_____	_____
•Public speaking, broadcasting, entertaining	_____	_____	_____
•Writing, preparing reports	_____	_____	_____
Organizing Information			
•Analyzing, interpreting, evaluating	_____	_____	_____
•Developing ideas	_____	_____	_____
•Gathering information, conducting research	_____	_____	_____
•Keeping records, cataloguing	_____	_____	_____
•Making diagrams	_____	_____	_____
•Planning, making decisions	_____	_____	_____
Working with Math			
•Analyzing numerical data	_____	_____	_____
•Calculating, computing, applying formulas	_____	_____	_____
•Developing budgets	_____	_____	_____
•Mathematical reasoning	_____	_____	_____
Special Activities			
•Attention to detail	_____	_____	_____
•Managing time/resources	_____	_____	_____
•Memorizing	_____	_____	_____
•Performing, creating art	_____	_____	_____
•Quick thinking	_____	_____	_____
•Spatial visualization	_____	_____	_____