Assessing Your Skills

Knowing your skills and being able to articulate them is a critical step in both defining career goals and marketing yourself effectively to potential employers. The activity below will assist with identifying the skills you currently possess, as well as those you wish to develop.

1. Check the skills you believe you have.
2. Put a box around the skills you are interested in developing.
3. Circle the skills you would like to use in your daily work.

### Information Management Skills
- Compile and sort data and objects
- Synthesize facts, concepts, and principles
- Understand and use organizing principles
- Evaluate information based on standards

### Design and Planning Skills
- Identify alternative courses of action
- Assess needs and set realistic goals
- Follow through with a plan or decision
- Manage time effectively and juggle multiple demands
- Predict future trends and patterns
- Set priorities and disperse limited resources effectively

### Research and Investigation Skills
- Use a variety of sources of information
- Apply a variety of methods to test validity
- Identify problems and needs
- Design and experiment
- Formulate questions relevant to clarifying a particular problem, topic, or issue

### Communication Skills
- Listen objectively and paraphrase content
- Speak effectively to individuals and groups
- Use various media to present ideas imaginatively
- Express one’s need, wants, opinions and preferences without offending sensitivities
- Convey a positive self-image to others
- Listen carefully and respond to verbal and nonverbal messages
- Debate issues without being abrasive to others

### Project and People Management Skills
- Analyze tasks and develop a plan
- Identify people and materials essential to the solution of a problem
- Delegate responsibility for completion of a task
- Motivate and lead people to attain goals

### Human Relations and Interpersonal Skills
- Maintain group cooperation and support
- Interact effectively with peers, superiors, and subordinates
- Empathize with the feelings of others
- Use argumentation techniques to persuade others
- Teach a skill, concept, or principle to others
- Analyze behavior of self and others in a group

### Critical Thinking Skills
- Identify critical issues quickly and accurately
- Identify patterns and themes in an issue
- Define the parameters of a problem
- Adapt to changing conventions and norms
- Create innovative solutions to complex problems
- Analyze complex connections and relationships

### Valuing Skills
- Assess a course of action by its long-range effects on overall human welfare
- Make decisions that will maximize individual and collective good
- Appreciate the contributions of art, literature, science and technology to contemporary society
- Identify and adhere to one’s own values

Now, consider these questions:
- How can you begin developing the skills you wish to strengthen through classes, work experiences, or internships?
- What careers would utilize the skills you possess and grow those you wish to develop?
- Need help connecting skills to careers? Try O*Net’s skill search: [http://www.onetonline.org/find/descriptor/browse/Skills](http://www.onetonline.org/find/descriptor/browse/Skills) or make an appointment with a Career Counselor at NCA to discuss this in further detail.