**SELF-ASSESSMENT FOR SELF-KNOWLEDGE**

**Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACTIVITY 1: Skills Inventory**

Assess your skill level for each item on the 4 checklists below. Put a check by skills you think you have; double check skills you feel are your strongest.

**1. FUNCTIONAL OR TRANSFERABLE SKILLS RELATED TO WORKING WITH PEOPLE**

\_\_\_\_ Delegate

\_\_\_\_ Motivate

\_\_\_\_ Oral Communication

\_\_\_\_ Written Communication

\_\_\_\_ Develop Rapport

\_\_\_\_ Handle Complaints

\_\_\_\_ Counsel

\_\_\_\_ Listen

\_\_\_\_ Interview

\_\_\_\_ Interpret

\_\_\_\_ Teach/Instruct

\_\_\_\_ Coordinate Events

\_\_\_\_ Arrange for Meetings

\_\_\_\_ Plan - Meetings or Workshops

\_\_\_\_ Plan - Goal Setting/Projections

\_\_\_\_ Facilitate Groups or Discussions

\_\_\_\_ Collaborate

\_\_\_\_ Consult/Advise

\_\_\_\_ Nursing/Child Care

\_\_\_\_ Social/Hosting Skills

\_\_\_\_ Negotiate/Arbitrate

\_\_\_\_ Supervise/Manage

\_\_\_\_ Persuade/Influence

\_\_\_\_ Mobilize Resources

\_\_\_\_ Train

\_\_\_\_ Organize

\_\_\_\_ Chair Meetings

\_\_\_\_ Recruit

\_\_\_\_ Sell

\_\_\_\_ Public Relations

\_\_\_\_ Public Speaking

\_\_\_\_ Fund Raising

\_\_\_\_ Financial Management

\_\_\_\_ Telephone

\_\_\_\_ Promote

\_\_\_\_ Other

**2. FUNCTIONAL OR TRANSFERABLE SKILLS RELATED TO WORKING WITH OBJECTS OR THINGS**

\_\_\_\_ Computer Skills

\_\_\_\_ Precision Work

\_\_\_\_ Handle Objects

\_\_\_\_ Machine or Manual Skills

\_\_\_\_ Creative Use of Materials/ Artistic

\_\_\_\_ Inspect

\_\_\_\_ Build/Construct

\_\_\_\_ Repair/Maintain

\_\_\_\_ Mechanical Ability

\_\_\_\_ Operate Equipment

\_\_\_\_ Craft Skills

\_\_\_\_ Home Economic Skills

\_\_\_\_ Physical Coordination

\_\_\_\_ Manual Dexterity

\_\_\_\_ Horticultural Skills

\_\_\_\_ Use of Office Machines

\_\_\_\_ Mechanical Drawing

\_\_\_\_ Appraise/Estimate

\_\_\_\_ Assemble

\_\_\_\_ Distribute

\_\_\_\_ Work in Laboratory

\_\_\_\_ Make Layouts

\_\_\_\_ Map

\_\_\_\_ Measure

\_\_\_\_ Keep Records

\_\_\_\_ Use Instruments/Precision Work

\_\_\_\_ Other

**3. FUNCTIONAL OR TRANSFERABLE SKILLS RELATED TO DATA/IDEAS/INFORMATION**

\_\_\_\_ Investigate

\_\_\_\_ Classify/Record Keep

\_\_\_\_ Abstract

\_\_\_\_ Copy/Duplicate

\_\_\_\_ Store/Retrieve

\_\_\_\_ Purchase

\_\_\_\_ Account/Keep Books

\_\_\_\_ Draft

\_\_\_\_ Compute/Numerical Skills

\_\_\_\_ Accurate/Attention to Details

\_\_\_\_ Proofread

\_\_\_\_ Plan (Utilizing Information)

\_\_\_\_ Write Composition

\_\_\_\_ Gather Information

\_\_\_\_ Research

\_\_\_\_ Read/Study

\_\_\_\_ Improve/Adapt

\_\_\_\_ Edit

\_\_\_\_ Organize/Synthesize Data

\_\_\_\_ Develop Ideas

\_\_\_\_ Conceptual Ability

\_\_\_\_ Scientific Methodology

\_\_\_\_ Statistical Analysis

\_\_\_\_ Forecast

\_\_\_\_ Analyze

\_\_\_\_ Innovate

\_\_\_\_ Financial Management/ Budget

\_\_\_\_ Design

\_\_\_\_ Visual/Imaging

\_\_\_\_ Evaluate

\_\_\_\_ Compute/Calculate

\_\_\_\_ Observe

\_\_\_\_ Program

\_\_\_\_ Clerical Skills

\_\_\_\_ Diagnose

\_\_\_\_ Other

**FUNCTIONAL SKILLS ANALYSIS from 1, 2, & 3**

*My most outstanding skills related to working with:*

**People** **Objects/Things** **Data/Ideas/Information**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTIVITY 2: Accomplishments Inventory**

***Instructions:***

1. Think about something you achieved or accomplished that you feel particularly proud of.
2. These do not have to be academic accomplishments, but can come from any area of your life.
3. What skills did you use to reach your accomplishment? Which skills did you enjoy using?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Describe the Accomplishment**  | **Why Are You Proud of This Accomplishment?**  | **List of Skills Used**  | **Enjoyed Using Skill**  | **Did Not Enjoy Using Skill**  |
| Accomplishment 1:  |  |  |  |  |
| Accomplishment 2:  |  |  |  |  |
| Accomplishment 3:  |  |  |  |  |