

SKILLS CHECKLIST *Follow directions carefully(A,B,C)* NAME/Code\_

**Part A: Place a LARGE "X" on the line preceding your 15 strongest skills (EXACTLY 15)**

- |   |   |   |  |  |   |
|---|---|---|--|--|---|
| <input type="checkbox"/> Adjusting things                             | <input type="checkbox"/> Analyzing                              | <input type="checkbox"/> Adapting/Improvising                 | <input type="checkbox"/> Accepting others                                | <input type="checkbox"/> Arranging/Scheduling                                | <input type="checkbox"/> Attention to detail                        |
| <input type="checkbox"/> Assembling/Producing                         | <input type="checkbox"/> Appraising/Assessing                   | <input type="checkbox"/> <i>Appreciating beauty</i>           | <input type="checkbox"/> Advising/Coaching                               | <input type="checkbox"/> Allocating Resources                                | <input type="checkbox"/> Budget preparation                         |
| <input type="checkbox"/> Building/Constructing                        | <input type="checkbox"/> Classifying                            | <input type="checkbox"/> Choreographing                       | <input type="checkbox"/> Assisting others to                             | <input type="checkbox"/> Assigning tasks                                     | <input type="checkbox"/> financial planning                         |
| <input type="checkbox"/> Collecting things                            | <input type="checkbox"/> Comparing                              |   |  |  |   |
| <input type="checkbox"/> Crafting objects                             | <input type="checkbox"/> Determining/Diagnosing                 | <input type="checkbox"/> Conceptualizing                      | <input type="checkbox"/> see themselves                                  | <input type="checkbox"/> Conducting  | <input type="checkbox"/> Calculating                                |
| <input type="checkbox"/> Cultivating/Growing                          |   | <input type="checkbox"/> Composing                            |  | <input type="checkbox"/> Confronting   | <input type="checkbox"/> Cataloging                                 |
| <input type="checkbox"/> Distributing/<br>Delivering                  | <input type="checkbox"/> Developing hypotheses                  | <input type="checkbox"/> Color discrimination                 | <input type="checkbox"/> Conveying warmth                                | <input type="checkbox"/> Coordinating  | <input type="checkbox"/> Clerical ability                           |
| <input type="checkbox"/> Installing                                   | <input type="checkbox"/> Discovering/Detecting                  | <input type="checkbox"/> Conceiving/Generating<br>ideas       | <input type="checkbox"/> Counseling                                      | <input type="checkbox"/> /Organizing   | <input type="checkbox"/> Collecting Information                     |
| <input type="checkbox"/> Lifting/Pushing/<br>Balancing                | <input type="checkbox"/> Dissecting                             | <input type="checkbox"/> Creating products/<br>Techniques/Art | <input type="checkbox"/> Curing/Nursing                                  | <input type="checkbox"/> Conversing easily<br>with strangers                 | <input type="checkbox"/> Compiling                                  |
| <input type="checkbox"/> Maintaining                                  | <input type="checkbox"/> Estimating                             | <input type="checkbox"/> Decorating/Staging                   | <input type="checkbox"/> Developing rapport/<br>Relationship<br>building | <input type="checkbox"/> Delegating<br>responsibility                        | <input type="checkbox"/> Computing                                  |
| <input type="checkbox"/> Finger/Manual<br>dexterity/Sense of<br>touch | <input type="checkbox"/> Evaluating/Critiquing                  | <input type="checkbox"/> Demonstrating<br>originality         | <input type="checkbox"/> Ear for languages<br>/accents                   | <input type="checkbox"/> Demonstrating/<br>Modeling                          | <input type="checkbox"/> implementing/following<br>directions       |
| <input type="checkbox"/> Mechanical reasoning                         | <input type="checkbox"/> Experimenting/Testing                  | <input type="checkbox"/> Designing/Styling                    | <input type="checkbox"/> Empathizing                                     | <input type="checkbox"/> Enlisting/Recruiting                                | <input type="checkbox"/> Memory for detail                          |
| <input type="checkbox"/> Molding/Shaping                              | <input type="checkbox"/> Finding patterns                       | <input type="checkbox"/> Drafting/Making<br>layouts           | <input type="checkbox"/> Encouraging/Raising<br>others' self-esteem      | <input type="checkbox"/> Finding short cuts                                  | <input type="checkbox"/> Money management                           |
|   | <input type="checkbox"/> Identifying/Defining                   | <input type="checkbox"/> Drawing/Illustrating                 | <input type="checkbox"/> Explaining                                      | <input type="checkbox"/> Influencing/<br>Persuading/Selling                  | <input type="checkbox"/> Numerical ability                          |
|   | <input type="checkbox"/> Isolating                              | <input type="checkbox"/> Dramatizing/Acting                   | <input type="checkbox"/> Facilitating/Aiding                             | <input type="checkbox"/> Initiating  | <input type="checkbox"/> Ordering/Purchasing                        |
| <input type="checkbox"/> Operating tools/<br>Machinery                | <input type="checkbox"/> Measuring                              | <input type="checkbox"/> Expressing emotion                   | <input type="checkbox"/> Informing/Teaching/<br>Training                 | <input type="checkbox"/> Leading/Directing                                   | <input type="checkbox"/> Organizing/Putting in<br>order/Simplifying |
| <input type="checkbox"/> Organizing outdoor<br>activities             | <input type="checkbox"/> Observing/Examining/<br>Monitoring     | <input type="checkbox"/> Form perception                      | <input type="checkbox"/> Listening                                       | <input type="checkbox"/> /Manipulating                                       | <input type="checkbox"/> Preparing reports                          |
| <input type="checkbox"/> Physical coordination/<br>Agility            | <input type="checkbox"/> Predicting                             | <input type="checkbox"/> Imagining/Fantasizing                | <input type="checkbox"/> Offering support<br>/Serving others             | <input type="checkbox"/> Selecting courses of<br>action//Decision-<br>making | <input type="checkbox"/> Processing                                 |
| <input type="checkbox"/> Precision working.                           | <input type="checkbox"/> Questioning                            | <input type="checkbox"/> Innovating/Inventing                 | <input type="checkbox"/> Protecting                                      | <input type="checkbox"/> Managing  | <input type="checkbox"/> Programming                                |
| <input type="checkbox"/> Repairing/Fixing                             | <input type="checkbox"/> Researching/Surveying<br>Investigating | <input type="checkbox"/> -Mapping                             | <input type="checkbox"/> Responding to feelings                          | <input type="checkbox"/> Mediating/Negotiating                               | <input type="checkbox"/> Record keeping                             |
| <input type="checkbox"/> Setting up equipment                         | <input type="checkbox"/> Reviewing/Screening                    | <input type="checkbox"/> - Model development                  | <input type="checkbox"/> Sensitivity to others'<br>needs                 | <input type="checkbox"/> Motivating/Stimulating                              | <input type="checkbox"/> Resource expert                            |
| <input type="checkbox"/> Skilled at (sport)                           | <input type="checkbox"/> Seeing relationships                   | <input type="checkbox"/> -Musical ability/<br>Taste           | <input type="checkbox"/> Sizing up people                                | <input type="checkbox"/> Public speaking                                     | <input type="checkbox"/> Retrieving                                 |
| <input type="checkbox"/> Tending animals                              | <input type="checkbox"/> Synthesizing                           | <input type="checkbox"/> Perceiving Intuitively               | <input type="checkbox"/> Teamwork  | <input type="checkbox"/> Planning/Developing<br>programs/Form ideas          | <input type="checkbox"/> Tabulating                                 |
|   | <input type="checkbox"/> Systematizing                          | <input type="checkbox"/> Photographing                        | <input type="checkbox"/> Rehabilitating                                  | <input type="checkbox"/> Prioritizing  | <input type="checkbox"/> Taking Inventory                           |
|   | <input type="checkbox"/> Troubleshooting                        | <input type="checkbox"/> Sculpting                            | <input type="checkbox"/> Verbal ability                                  | <input type="checkbox"/> Recommending/Prompting                              | <input type="checkbox"/> Transcribing                               |
|   |   | <input type="checkbox"/> Visualization                        | <input type="checkbox"/> Writing ability                                 | <input type="checkbox"/> Risk Taking   |   |

**Part B:** Allocate "100%:  
DATA \_\_\_\_\_ PEOPLE \_\_\_\_\_ THINGS \_\_\_\_\_

**Part "C"** Using the full list above (not just your 15 strongest)

Setting and meeting deadlines  
 Supervising

DB/8/09

**Circle/Prioritize 1-10 the 10 skills you would PREFER to use at work. Attach this page last!**

