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)

1. Adjusting things
2. Analyzing
3. Adapting/Improvising
4. Accepting others
5. Arranging/Scheduling
6. Attention to detail
7. Assembling/Producing
8. Appraising/Assessing
9. Accepting others to
10. Allocating Resources
11. Budget preparation
12. Building/Constructing
13. Classifying
14. Advising/Coaching
15. Assigning tasks
16. Collecting things
17. Comparing
18. Appraising/Assessing
19. Attention to detail
20. Conceptualizing
21. Adapting/Improvising
22. Accepting others
23. Appraising/Assessing
24. Budget preparation

Part B: Allocate "100%":

DATA____ PEOPtE____THINGS_____

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

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