

IDENTIFYING YOUR SKILLS

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As you begin your job search, it is important that you are aware of the skills you have developed over time.

WITHIN THE BOXES BELOW:

- Place a "3" in the box if you are highly skilled in the area
- Place a "2" if you are moderately skilled in the area
- Place a "1" if it is an area that needs improvement

Check out the Top 10 skills employers are seeking at NACEweb.org.

COMMUNICATION	
	Public speaking
	Listening attentively
	Facilitating discussion
	Providing appropriate feedback
	Delivering presentations
	Fluency in another language
	Negotiate thoughts and ideas
	Tactfulness
	Editing / proofreading
	Writing reports and emails
	Expressing ideas concisely
	Assess impact of non-verbals
	TOTAL

LEADERSHIP	
	Maintain positive relationships
	Resolving problems/situations
	Adapting to changes
	Setting priorities
	Managing or supervising
	Delegating responsibility
	Managing a heavy workload
	Identifying improvement areas
	Determining policy
	Setting clear expectations
	Motivate others
	Manage emotions
	TOTAL

PROFESSIONALISM	
	Ethical behavior and integrity
	Setting and meeting deadlines
	Work productively with others
	Being punctual
	Managing time and work load
	Accepting responsibility
	Attention to detail
	Asking for help or support
	Making decisions
	Learning from mistakes
	Understand impact actions
	Identify growth opportunities
	TOTAL

TEAMWORK / COLLABORATION	
	Negotiate and manage conflict
	Finding resolutions
	Build collaborative relationships
	Willingness to listen
	Motivating others and self
	Providing support and care
	Respecting others
	Holding teammates accountable
	Perceiving feelings/situations
	Explain ideas clearly
	Meeting team expectations
	Being engaged and contributing
	TOTAL

TECHNOLOGY / ANALYTICAL	
	Use technology efficiently
	Adaptability to new technology
	Cyber safety and security
	Common IT problem solving
	Digital media knowledge
	Critical thinking and action
	Interpret and draw conclusions
	Quick and efficient learner
	Identify connections
	Ask good questions
	Conduct analysis and interpret
	Determine alternatives
	TOTAL

TOTAL up each section and write your scores below:

TOTAL	
	Communication
	Leadership
	Professionalism
	Teamwork / Collaboration
	Technology / Analytical

What are your top 3 highest scoring categories?

What occupations require your skill sets?



University Career Services
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