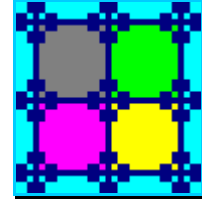




# SKILLS WORKSHEET



## INSTRUCTIONS

This worksheet will help you use the SKILLS assessment. Before you use the computer program, you can identify the skills you now have and decide which ones you would most enjoy using in your work.

### STEP 1

At the top of the next page, list at least three **Accomplishments**. (You may list up to seven.) An **Accomplishment** is an activity or a project that has made you feel positive about yourself and your capabilities. Be specific; for example, use “built a dog house” instead of “carpentry” or “wrote report on Julius Caesar” instead of “writing.” Include different types of activities, such as work, leisure, community service, and school.

### STEP 2

Read all **72** skill words and their definitions. There are seven columns numbered for your accomplishments. Put a check under each accomplishment that used that skill. This will show you which skills you have used in the past and help you decide if you want to use them in the future.

### STEP 3

When you have finished Step 2, look over the list of skills once more. Identify the skills you want to use in the future by putting a check in the last column headed ‘S’ for **Satisfying Skills**. You may select skills that you have not used if you intend to develop them.

### STEP 4

The final step is prioritizing your **Satisfying Skills**. From the skills checked as **Satisfying Skills**, choose the **5** skills that you most enjoy and list them in the **SKILLS Summary** on the back page as **Very Satisfying** skills. Then choose **10** more skills and list them as **Moderately Satisfying** skills. List the last **20** as **Somewhat Satisfying** skills. List each skill only once.

### STEP 5

You are now ready to use the SKILLS program on the computer.

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## ACCOMPLISHMENTS (List at least 3)

Accomplishment 1: \_\_\_\_\_

Accomplishment 2: \_\_\_\_\_

Accomplishment 3: \_\_\_\_\_

Accomplishment 4: \_\_\_\_\_

Accomplishment 5: \_\_\_\_\_

Accomplishment 6: \_\_\_\_\_

Accomplishment 7: \_\_\_\_\_

## SKILLS

### A. PERSONAL SKILLS

		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	S
<b>01. Dependability</b>	Working in a reliable and responsible manner.								
<b>02. Flexibility</b>	Accepting change and variety in the workplace.								
<b>03. Persistence</b>	Working continuously despite interruption.								
<b>04. Integrity</b>	Avoiding unethical behavior and being honest.								
<b>05. Efficiency</b>	Effectively using resources.								
<b>06. Competitiveness</b>	Striving to be the best.								

### B. SOCIAL SKILLS

		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	S
<b>07. Social Perception</b>	Being aware of the needs and feelings of others.								
<b>08. Independent Work</b>	Working with little or no supervision.								
<b>09. Team Work</b>	Working cooperatively with others.								
<b>10. Working with the Public</b>	Representing the organization and communicating with persons outside the organization.								
<b>11. Assisting/Caring</b>	Providing assistance, care, or service to others.								
<b>12. Performing</b>	Interacting with others to entertain or sell.								
<b>13. Instructing</b>	Teaching, guiding, or motivating others.								

### C. MOVEMENT SKILLS

		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	S
<b>14. Finger Dexterity</b>	Coordinating movements of the fingers.								
<b>15. Manual Dexterity</b>	Coordinating movements of the hand, arm and hand, or both hands.								
<b>16. Motor Coordination</b>	Coordinating movements of two or more limbs together.								
<b>17. Stamina</b>	Exerting one's self physically over long periods of time.								
<b>18. Strength</b>	Exerting force repeatedly or continuously.								
<b>19. Rapid Response</b>	Moving quickly and correctly between two different activities.								

### D. PERCEPTUAL SKILLS

		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	S
<b>20. Sound Discrimination</b>	Detecting the difference between sounds, pitch, or loudness.								
<b>21. Shape Discrimination</b>	Detecting the difference between sizes, shapes, and mass.								
<b>22. Color Vision</b>	Detecting the difference between colors, shades, and brightness.								
<b>23. Depth Perception</b>	Detecting the distance between objects.								
<b>24. Visualizing</b>	Forming a mental image of how something will look after it is moved or when its parts are moved.								
<b>25. Creativity</b>	Originating, designing, or creating new ideas, relationships, systems, artworks, or products.								
<b>26. Aesthetic Judgment</b>	Recognizing artistic or natural beauty.								

<b>E. SITUATIONAL SKILLS</b>		<b>ACCOMPLISHMENT</b>							<b>S</b>
		1	2	3	4	5	6	7	
<b>27. Stress Tolerance</b>	Dealing calmly and effectively with tense situations.								
<b>28. Hazards Tolerance</b>	Working in potentially dangerous conditions.								
<b>29. Discomfort Tolerance</b>	Working in unpleasant environmental conditions.								
<b>30. Repetition Tolerance</b>	Continuously performing the same action.								

<b>F. PROCESSING SKILLS</b>		<b>ACCOMPLISHMENT</b>							<b>S</b>
		1	2	3	4	5	6	7	
<b>31. Following Procedures</b>	Correctly following a given set of rules to complete a task.								
<b>32. Categorizing</b>	Identifying items by similarities.								
<b>33. Record Keeping</b>	Entering, transcribing, recording, storing, or maintaining information.								
<b>34. Attention to Detail</b>	Checking each item or task carefully.								
<b>35. Verifying Information</b>	Evaluating information against a set of standards or ensuring that it is correct.								

<b>G. TECHNICAL SKILLS</b>		<b>ACCOMPLISHMENT</b>							<b>S</b>
		1	2	3	4	5	6	7	
<b>36. Installing</b>	Setting up equipment, machines, or structures to meet specifications.								
<b>37. Inspecting</b>	Checking and evaluating equipment, structures, and products.								
<b>38. Repairing</b>	Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.								
<b>39. Troubleshooting</b>	Determining the cause and solution of an error.								
<b>40. Controlling Machines</b>	Using control mechanisms or direct physical activity to operate machines.								
<b>41. Operating Vehicles</b>	Running, maneuvering, navigating, or driving vehicles or mechanized equipment.								
<b>42. Using Computers</b>	Working with computers by using programs or entering data.								
<b>43. Programming</b>	Writing computer programs.								
<b>44. Technology Design</b>	Developing or adapting equipment and technology.								

<b>H. MATH AND SCIENCE SKILLS</b>		<b>ACCOMPLISHMENT</b>							<b>S</b>
		1	2	3	4	5	6	7	
<b>45. Calculating</b>	Adding, subtracting, multiplying, and dividing.								
<b>46. Estimating</b>	Approximating distances, quantities, time, costs, resources, or materials.								
<b>47. Budgeting</b>	Allocating financial resources.								
<b>48. Math Reasoning</b>	Using mathematical methods to understand and solve problems.								
<b>49. Science Reasoning</b>	Using scientific methods to understand and solve problems.								

<b>I. COMMUNICATION SKILLS</b>		<b>ACCOMPLISHMENT</b>							<b>S</b>
		1	2	3	4	5	6	7	
<b>50. Reading</b>	Understanding information and ideas presented in writing.								
<b>51. Writing</b>	Communicating information and ideas in writing.								
<b>52. Speaking</b>	Talking to others to convey information.								
<b>53. Listening</b>	Listening to what people are saying and asking questions.								
<b>54. Concentrating</b>	Focusing on a task without interruption.								

<b>J. PROBLEM SOLVING SKILLS</b>		<b>ACCOMPLISHMENT</b>							<b>S</b>
		1	2	3	4	5	6	7	
<b>55. Information Gathering</b>	Locating and identifying information.								
<b>56. Evaluating</b>	Judging the success or progress of an idea, work activity, or project.								
<b>57. Advising</b>	Providing consultation or advice to others.								
<b>58. Synthesizing</b>	Reorganizing information to get a better approach to problems.								
<b>59. Analyzing</b>	Examining information and using logic to solve problems.								
<b>60. Planning</b>	Developing approaches for implementing ideas.								
<b>61. Active Learning</b>	Working with new material or information to understand the implications.								
<b>62. Using Knowledge</b>	Using work-related experience.								

<b>K. MANAGEMENT SKILLS</b>		<b>ACCOMPLISHMENT</b>							<b>S</b>
		1	2	3	4	5	6	7	
<b>63. Safety of Others</b>	Managing the work environment to provide for the health and safety of others.								
<b>64. Persuading</b>	Convincing others to approach things differently.								
<b>65. Negotiating</b>	Bringing others together and trying to reconcile differences.								
<b>66. Confronting</b>	Communicating a position opposed by others.								
<b>67. Initiating</b>	Taking on new responsibilities and challenges.								
<b>68. Coordinating</b>	Organizing people and activities to complete tasks.								
<b>69. Directing/Leading</b>	Providing leadership and direction to others.								
<b>70. Decision Making</b>	Understanding information and reaching a conclusion to solve problems.								
<b>71. Managing Resources</b>	Determining the best use of human resources, finances, and material resources.								
<b>72. Impact of Responsibility</b>	Accepting the long-term outcome of decisions.								

## SKILLS SUMMARY

<b>5 VERY SATISFYING SKILLS</b>										
<b>10 MODERATELY SATISFYING SKILLS</b>										
<b>20 SOMEWHAT SATISFYING SKILLS</b>										