

WHAT SKILLS CAN YOU IDENTIFY?

SKILLS EMPLOYERS WANT

How have you demonstrated this in the past at work, volunteering, in school, or elsewhere?

TOP SKILLS desired by employers

<input type="checkbox"/>	Verbal communication — Communicating clearly one-on-one or to groups	
<input type="checkbox"/>	Written communication — Communicating effectively in writing	
<input type="checkbox"/>	Honesty and integrity	
<input type="checkbox"/>	Interpersonal — Customer service, good with difficult clients, can get along	
<input type="checkbox"/>	Teamwork — working well on teams both as leader and participant	
<input type="checkbox"/>	Strong work ethic — going above and beyond what is asked	
<input type="checkbox"/>	Motivation and initiative — being self-motivated	
<input type="checkbox"/>	Flexibility and adaptability — tolerating change well	
<input type="checkbox"/>	Computer — software and hardware, and ability to learn new programs quickly	
<input type="checkbox"/>	Analytical skills — take pieces of information and make sense of them	
<input type="checkbox"/>	Organizational skills — project management	

SOCIAL SKILLS

<input type="checkbox"/>	Instructing — Teaching others how to do something	
<input type="checkbox"/>	Negotiation — Bringing others together and trying to reconcile differences.	
<input type="checkbox"/>	Persuasion — Persuading others to change their minds or behavior	
<input type="checkbox"/>	Service Orientation — Actively looking for ways to help people	
<input type="checkbox"/>	Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do	
<input type="checkbox"/>	Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	

CREATIVE SKILLS

<input type="checkbox"/>	Brainstorming — The ability to come up with lots of ideas about a topic	
<input type="checkbox"/>	Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem	
<input type="checkbox"/>	Design — Graphic design, aesthetic sensibility	
<input type="checkbox"/>	General troubleshooting — Thinking of creative solutions to problems	

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MANAGEMENT SKILLS

<input type="checkbox"/>	Financial Management — Determining how money will be spent to get the work done, and accounting for these expenditures.	
<input type="checkbox"/>	Resource Management — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.	
<input type="checkbox"/>	Human Resource Management — Motivating, developing, and directing people as they work, identifying the best people for the job.	
<input type="checkbox"/>	Time Management — Managing one's own time and the time of others.	
<input type="checkbox"/>	Systems Analysis — Determining how a system should work and how changes will affect outcomes	
<input type="checkbox"/>	Systems Evaluation — Identifying measures of system performance and the actions needed to improve it	
<input type="checkbox"/>	Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one	

TASK ATTENTION

<input type="checkbox"/>	Focus — The ability to concentrate on one task for a long time	
<input type="checkbox"/>	Multi-tasking — Shifting back and forth between two or more activities	

OTHER BASIC SKILLS

<input type="checkbox"/>	Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.	
<input type="checkbox"/>	Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches	
<input type="checkbox"/>	Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	
<input type="checkbox"/>	Mathematics — Using mathematics to solve problems	
<input type="checkbox"/>	Monitoring — Assessing performance to make improvements	
<input type="checkbox"/>	Reading Comprehension — Understanding written sentences and paragraphs in work related documents	
<input type="checkbox"/>	Science — Using scientific rules and methods to solve problems	

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COGNITIVE/THINKING SKILLS

<input type="checkbox"/>	Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem	
<input type="checkbox"/>	Memorization — The ability to remember information such as words, numbers, pictures, and procedures	
<input type="checkbox"/>	Mathematical Speed — The ability to add, subtract, multiply, or divide quickly and correctly	
<input type="checkbox"/>	Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences	
<input type="checkbox"/>	Problem Sensitivity — Recognizing there is a problem	
<input type="checkbox"/>	Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged	
<input type="checkbox"/>	Written Comprehension — The ability to read and understand information and ideas presented in writing	

TECHNICAL SKILLS

<input type="checkbox"/>	Equipment Maintenance — Performing routine maintenance on equipment	
<input type="checkbox"/>	Equipment Selection — Determining the kind of tools and equipment needed to do a job	
<input type="checkbox"/>	Installation — Installing equipment, machines, wiring, or programs	
<input type="checkbox"/>	Operation and Control — Controlling operations of equipment or systems	
<input type="checkbox"/>	Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly	
<input type="checkbox"/>	Operations Analysis — Analyzing needs and product requirements to create a design	
<input type="checkbox"/>	Programming — Writing computer programs for various purposes	
<input type="checkbox"/>	Quality Control Analysis — Conducting tests and inspections	
<input type="checkbox"/>	Repairing — Repairing machines or systems using the needed tools	
<input type="checkbox"/>	Technology Design — Generating or adapting equipment and technology to serve user needs	
<input type="checkbox"/>	Technical troubleshooting — Determining causes of operating errors and deciding what to do about it	