



Skills Inventory*

Understanding your skills can help you identify where your strengths might be a good match for the roles you are interested in. How you feel when using these skills is also important. If you enjoy work that requires certain skills, then look for opportunities to use them, even if you have to develop those skills over time. If you have a high level of skill that you do not enjoy using, try to limit how much you'll need to perform these types of tasks.

* Adapted from [Tufts Career Center](#)

Rate yourself in the following skill categories using the scale below and then tick the skills that you enjoy using and skills which you excel at but do not actually enjoy using.

3 = Strong ability in this area
2 = Some ability







1 = Enough ability to get by with help from others
0 = No ability at all

= Enjoy using this skill
 = Do not enjoy using this skill







Verbal

| Rating | | Using this skill |
|--------------------------|--|---|
| <input type="checkbox"/> | Writing: I am able to express myself in written forms of communication. | <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Talking: I relate easily to people in conversations. | <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Speaking: I am confident to deliver presentations. | <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Persuading: I am able to convince others. | <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Selling: I can convince others to buy a product/service I am selling. | <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Storytelling: I am able to share stories that engage others. | <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Negotiations: I can debate with others and reach agreements. | <input type="checkbox"/> <input type="checkbox"/> |







Social

| Rating | | Using this skill |
|--------------------------|--|--|
| <input type="checkbox"/> | Social ease: I relate easily in social situations. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Dealing with public: I relate effectively with a variety of people. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Feedback: I accept and learn from feedback. |   <input type="checkbox"/> <input type="checkbox"/> |







Numerical

| Rating | | Using this skill |
|--------------------------|--|--|
| <input type="checkbox"/> | Working with numerical data: I am comfortable with large amounts of quantitative data and compiling, interpreting, and presenting data. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Solving quantitative problems: I can reason quantitatively so that problems having numerical solutions can be solved. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Programming: I use computers to solve quantitative problems, have knowledge of programming, computer capabilities. |   <input type="checkbox"/> <input type="checkbox"/> |







Investigative

| Rating | | Using this skill |
|--------------------------|---|--|
| <input type="checkbox"/> | Scientific curiosity: I learn about scientific phenomena and investigate events which may lead to such knowledge. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Research: I gather information in a systematic way for a particular field of knowledge to establish certain facts or principles. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Technical work: I work easily with practical, mechanical or industrial aspects of a particular science, profession or craft. |   <input type="checkbox"/> <input type="checkbox"/> |







Manual-Physical

| Rating | | Using this skill |
|--------------------------|---|--|
| <input type="checkbox"/> | Mechanical reasoning: I understand the way that machinery or tools operate and the relationship between mechanical operations. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Manual dexterity: I am skilled in using my hands. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Spatial perception: I can judge the relationship of objects in space; manipulate them mentally and visualize the effects of putting them together or of turning them over or around. |   <input type="checkbox"/> <input type="checkbox"/> |









Creative

| Rating | | Using this skill |
|--------------------------|---|--|
| <input type="checkbox"/> | Imaginative with ideas: I create new ideas and programs through conceptualising existing elements in new ways; able to merge abstract ideas. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Imaginative with things: I create new ideas and forms with various physical objects. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Artistic: I am sensitive to aesthetic value and how things look. |   <input type="checkbox"/> <input type="checkbox"/> |

Working with Others

| Rating | | Using this skill |
|--------------------------|---|--|
| <input type="checkbox"/> | Supervising: I oversee, manage or direct work of others. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Teaching: I help others learn how to do or understand something; able to provide knowledge or insight. |   <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | Coaching: I support individuals to improve performance in a specific area. |   <input type="checkbox"/> <input type="checkbox"/> |

Managerial

| Rating | | Using this skill |
|--------------------------|--|--|
| <input type="checkbox"/> | Organization and planning: I develop a program, project or set of ideas through systematic preparation and arrangement of tasks, coordinating the people and resources necessary to put a plan into effect. | <input type="checkbox"/>   |
| <input type="checkbox"/> | Orderliness: I arrange items in a systematic fashion so that such items or information can be readily used or retrieved. | <input type="checkbox"/>   |
| <input type="checkbox"/> | Handling Details: I am able to work efficiently with a great variety and/or volume of information. | <input type="checkbox"/>   |
| <input type="checkbox"/> | Making Decisions: I am comfortable in making judgments or reaching conclusions about matters which require specific action; able to accept responsibility for the consequences of such actions. | <input type="checkbox"/>   |

Now list the top 10 skills that you rated most highly:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

What do you notice? Are they in similar areas or spread across the spectrum? You can also ask other people for their feedback on your skills to get a rounded perspective.

Reflection

Once you've completed the exercise, ask yourself what does this tell me about myself and my career?

1

Did you discover any new skills that you hadn't considered before?

2

What other skills do you have that aren't listed above?

3

How do your skills line up with your interests?

4 Which skills do you really enjoy using and/or would like to develop further?

5 Now identify any skills you have but do not enjoy using. How have you used these skills throughout your life and how might you limit how much you use them in the future?

6 Are there skills you feel like you need to develop but that you don't like much? How does this feel? Is it still worth developing them?