

Skills Checklist

Score: 1= not at all like me 5 = like me

Creative

- designing
- visualising
- generating new ideas
- using imagination
- making artefacts

Your total for creative

Numerical

- calculating
- estimating costs
- preparing budgets
- accounting
- interpreting statistical data

Your total for numerical

Written Communication

- writing
- reporting
- editing
- paraphrasing
- summarising ideas

Your total for written communication

Practical

- using equipment eg. computers
- handling materials
- working physically
- making or constructing
- assembling components

Your total for practical

Problem Solving

- analysing information
- thinking laterally
- finding solutions
- interpreting charts and diagrams
- diagnosing technical faults

Your total for problem solving

Organising

- arranging events
- working to deadlines
- setting priorities
- managing meetings
- scheduling activities

Your total for organising

--

Social and Interpersonal

- listening
- responding assertively
- showing understanding
- working co-operatively
- coaching others

Your total for social and interpersonal

--

Influencing

- negotiating agreement
- selling a product or service
- leading others
- maintaining personal contacts
- motivating other people

Your total for influencing

--

Verbal Communication

- explaining facts or instructions
- requesting information
- expressing thoughts and opinions
- contributing to discussion
- offering advice

Your total for verbal communication

--

Skill Scores

Under the following headings, fill in the total score for each of the skills. When you have entered all the scores, you can rank order your skills from the highest to lowest scores and then assess the implications of your skills for your career decisions.

	Total	Rank Score Order
Creative	<input type="text"/>	<input type="text"/>
Numerical	<input type="text"/>	<input type="text"/>
Written Communication	<input type="text"/>	<input type="text"/>
Practical	<input type="text"/>	<input type="text"/>
Problem Solving	<input type="text"/>	<input type="text"/>
Organising	<input type="text"/>	<input type="text"/>
Social and Interpersonal	<input type="text"/>	<input type="text"/>
Influencing	<input type="text"/>	<input type="text"/>
Verbal Communication	<input type="text"/>	<input type="text"/>

