



career guide

skills checksheet

ASU Career Services offers a comprehensive on-line Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit the Career Guide at asu.edu/careerguide.

Skills are developed through paid and unpaid work experiences, volunteerism, hobbies, classroom experiences and through every day living. The following is only a partial sample of skills that by no means exhausts your own skills repertoire. You may use this list to initiate your skills assessment. Your goals should be to take an accurate inventory of your skills, to prioritize your skills according to level of interest, and then to assess your proficiencies. To begin, 1) place a check mark by those skills you've used in the past, 2) review your checked skills and circle those that interest you most and 3) rate the circled skills according to your level of proficiency.

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|---------------|---------------|---------------|---------------|-----------------|------------------|
| Abstracting | Comparing | Empathizing | Integrating | Preparing | Scheduling |
| Acquiring | Compiling | Empowering | Interpreting | Prescribing | Selecting |
| Acting | Completing | Encouraging | Interviewing | Presenting | Selling |
| Adapting | Composing | Enforcing | Inventing | Printing | Separating |
| Adjusting | Computing | Estimating | Inventoring | Problem-solving | Serving |
| Administering | Constructing | Evaluating | Investigating | Processing | Setting-up |
| Advertising | Consulting | Examining | Leading | Producing | Sharing |
| Advising | Coordinating | Explaining | Learning | Programming | Simplifying |
| Analyzing | Coping | Expressing | Lecturing | Promoting | Sketching |
| Answering | Copying | Extracting | Listening | Proofreading | Solving |
| Anticipating | Counseling | Facilitating | Managing | Proposing | Speaking |
| Applying | Creating | Filing | Manipulating | Providing | Sporting |
| Approving | Deciding | Financing | Mediating | Publicizing | Studying |
| Arbitrating | Decorating | Following | Memorizing | Purchasing | Summarizing |
| Arranging | Defining | Gathering | Mentoring | Reading | Supervising |
| Assessing | Delegating | Guiding | Monitoring | Reasoning | Supplying |
| Assigning | Demonstrating | Handling | Motivating | Receiving | Synthesizing |
| Assisting | Detailing | Helping | Navigating | Recommending | Talking |
| Assuring | Determining | Hiring | Negotiating | Reconciling | Teaching |
| Attaining | Developing | Hypothesizing | Observing | Recording | Team-building |
| Auditing | Devising | Identifying | Operating | Recruiting | Telling |
| Bargaining | Diagnosing | Illustrating | Ordering | Referring | Training |
| Briefing | Directing | Imagining | Organizing | Rehabilitating | Translating |
| Budgeting | Discovering | Implementing | Originating | Reinforcing | Traveling |
| Building | Discussing | Improving | Participating | Relating | Treating |
| Calculating | Displaying | Improvising | Perceiving | Reorganizing | Trouble-shooting |
| Charting | Dissecting | Influencing | Performing | Repairing | Tutoring |
| Checking | Distributing | Initiating | Persuading | Reporting | Understanding |
| Classifying | Drafting | Innovating | Photographing | Researching | Unifying |
| Coaching | Dramatizing | Inspecting | Piloting | Restoring | Uniting |
| Collaborating | Drawing | Inspiring | Pinpointing | Reviewing | Verbalizing |
| Communicating | Editing | Installing | Planning | Revising | Visualizing |
| | Eliminating | Instructing | Predicting | Risking | Writing |

Career-Related Skills

Check the skills you possess and have used in some way. Add other skills you have which are not listed. Put a star (*) next to those skills which are your strongest. Then put an additional star (*) by those you enjoy doing.

I Have the Ability to:

1. _____ Write well - compose letters, reports, articles, ads, stories or educational materials.
2. _____ Analyze - break down and figure out problems and/or issues logically.
3. _____ Synthesize - integrate ideas and information.
4. _____ Generate new ideas
5. _____ Proofread/edit - check writings for proper usage and stylistic flair and make necessary corrections.
6. _____ Adapt - to or initiate change.
7. _____ Negotiate - bargain for rights or advantages.
8. _____ Motivate - generate involvement; stimulate peak performance in others.
9. _____ Advise others in certain areas.
10. _____ Mediate - manage conflict; reconcile differences.
11. _____ Organize/plan - define goals and objectives and schedule times or steps to complete projects or programs.
12. _____ Interview for information - draw out subjects through incisive questioning
13. _____ Communicate effectively - articulate thoughts, feelings, and ideas appropriately to individuals and groups.
14. _____ Teach a skill, concept or principle to others.
15. _____ Lead others, demonstrated through my current activities on-campus, in an internship, in my work experience or in community service.
16. _____ Problem solve - confront a problem situation and find a solution using appropriate resources.
17. _____ Sort, compile and rank data.
18. _____ Develop the potential in people.
19. _____ Analyze the contribution that art, literature, science and technology have made in our society.
20. _____ Analyze situation - identify critical issues when making a decision or solving a problem.
21. _____ Evaluate - judge, review, critique feasibility or quality.
22. _____ Act as liaison - make and maintain a connection between persons or groups.
23. _____ Persuade - to appropriately encourage someone to do something through reasoning urging and/or inducement.
24. _____ Do research - compile information from primary, secondary, and other resources around a specific topic.
25. _____ Identify information sources.
26. _____ Evaluate information against standards in the discipline.
27. _____ Work with numerical data.
28. _____ Classify - sorting information into categories.
29. _____ Set realistic goals/priorities.
30. _____ Manage time effectively.
31. _____ Design an experiment or plan that gathers data.
32. _____ Clarify - ask questions to help accurately describe a situation, topic, or issue.
33. _____ Make effective presentations to groups.
34. _____ Use a computer competently.
35. _____ Plan and implement appropriate steps to complete strategies and action plan.
36. _____ Analyze the interconnection of events and ideas.
37. _____ Determine the parameters and complexity of a problem.
38. _____ Look at an issue or topic from more than one perspective.
39. _____ Work effectively within a team.
40. _____ Relate to multicultural issues.
41. _____ Be aware of and understand global issues and trends and their impact on different issues.