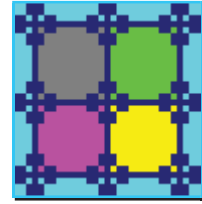




# SKILLS WORKSHEET



## INSTRUCTIONS

This worksheet will help you use the SKILLS assessment. Before you use the computer program, you need to 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.								

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

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

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

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

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

**SKILLS WORKSHEET**  
**SKILLS ASSESSMENT**

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

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

## SKILLS SUMMARY

5 VERY SATISFYING SKILLS											
10 MODERATELY SATISFYING SKILLS											
20 SOMEWHAT SATISFYING SKILLS											

## CAREER INFORMATION SYSTEM

## CAREER INFORMATION SYSTEM



## SKILLS

### CARDS

*Print these pages and  
cut on dotted lines to create your personal deck.*

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## VERY SATISFYING

(Choose up to 5 cards)

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## SKILLS CARDS INSTRUCTIONS

### STEP 1

Find a table or other surface to work on. Spread the four header cards across the top of the table. Read each skill card and place it beneath the header card that best expresses your feelings about that skill.

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## MODERATELY SATISFYING

(Choose up to 10 cards)

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### STEP 2

The next step is “focusing.” Begin by selecting the five most satisfying skills from the cards in your **VERY SATISFYING** group. Place any extra cards in the **MODERATELY SATISFYING** group. From the **MODERATELY SATISFYING** group, select the 10 most satisfying skills and place any remaining cards in the **SOMEWHAT SATISFYING** group. Finally, choose up to 20 **SOMEWHAT SATISFYING** skills and place any extra cards in the **NOT SATISFYING** group.

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## SOMEWHAT SATISFYING

(Choose up to 20 cards)

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### STEP 3

On a separate sheet of paper, record all of the numbers of the skills you selected for each group. You will need to enter these numbers into the SKILLS program on the computer.

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## NOT SATISFYING

SKILLS Cards © Georgia Career Information Center Georgia State University

**01**

**DEPENDABILITY**

Working in a reliable and responsible manner.

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**05**

**EFFICIENCY**

Effectively using resources.

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**02**

**FLEXIBILITY**

Accepting change and variety in the workplace.

SKILLS Cards © Georgia Career Information Center Georgia State University

**06**

**COMPETITIVENESS**

Striving to be the best.

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**03**

**PERSISTENCE**

Working continuously despite interruption.

SKILLS Cards © Georgia Career Information Center Georgia State University

**07**

**SOCIAL PERCEPTION**

Being aware of the needs and feelings of others.

SKILLS Cards © Georgia Career Information Center Georgia State University

**04**

**INTEGRITY**

Avoiding unethical behavior and being honest.

SKILLS Cards © Georgia Career Information Center Georgia State University

**08**

**INDEPENDENT WORK**

Working with little or no supervision.

SKILLS Cards © Georgia Career Information Center Georgia State University

**09**

**TEAMWORK**

Working cooperatively with others.

SKILLS Cards © Georgia Career Information Center Georgia State University

**13**

**INSTRUCTING**

Teaching, guiding, or motivating others.

SKILLS Cards © Georgia Career Information Center Georgia State University

**10 WORKING WITH THE PUBLIC**

Representing the organization and communicating with persons outside the organization.

SKILLS Cards © Georgia Career Information Center Georgia State University

**14 FINGER DEXTERITY**

Coordinating movements of the fingers.

SKILLS Cards © Georgia Career Information Center Georgia State University

**11 ASSISTING/CARING**

Providing assistance, care, or service to others.

SKILLS Cards © Georgia Career Information Center Georgia State University

**15 MANUAL DEXTERITY**

Coordinating movements of the hand, arm and hand, or both hands.

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**12 PERFORMING**

Interacting with others to entertain or sell.

SKILLS Cards © Georgia Career Information Center Georgia State University

**16 MOTOR COORDINATION**

Coordinating movements of two or more limbs together.

SKILLS Cards © Georgia Career Information Center Georgia State University

**17**

**STAMINA**

Exerting one's self physically over long periods of time.

SKILLS Cards © Georgia Career Information Center Georgia State University

**21**

**SHAPE DISCRIMINATION**

Detecting the difference between sizes, shapes, and mass.

SKILLS Cards © Georgia Career Information Center Georgia State University

**18**

**STRENGTH**

Exerting force repeatedly or continuously.

SKILLS Cards © Georgia Career Information Center Georgia State University

**22**

**COLOR VISION**

Detecting the difference between colors, shades, and brightness.

SKILLS Cards © Georgia Career Information Center Georgia State University

**19**

**RAPID RESPONSE**

Moving quickly and correctly between two different activities.

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**23**

**DEPTH PERCEPTION**

Detecting the distance between objects.

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**20**

**SOUND DISCRIMINATION**

Detecting the difference between sounds, pitch, or loudness.

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**24**

**VISUALIZING**

Forming a mental image of how something will look after it is moved or when its parts are moved.

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**25**

**CREATIVITY**

Originating, designing, or creating new ideas, relationships, systems, artworks, or products.

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**29**

**DISCOMFORT TOLERANCE**

Working in unpleasant environmental conditions.

SKILLS Cards © Georgia Career Information Center Georgia State University

**26**

**AESTHETIC JUDGMENT**

Recognizing artistic or natural beauty.

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**30**

**REPETITION**

Continuously performing the same action.

SKILLS Cards © Georgia Career Information Center Georgia State University

**27**

**STRESS TOLERANCE**

Dealing calmly and effectively with tense situations.

SKILLS Cards © Georgia Career Information Center Georgia State University

**31**

**FOLLOWING PROCEDURES**

Correctly following a given set of rules to complete a task.

SKILLS Cards © Georgia Career Information Center Georgia State University

**28**

**HAZARDS TOLERANCE**

Working in potentially dangerous conditions.

SKILLS Cards © Georgia Career Information Center Georgia State University

**32**

**CATEGORIZING**

Identifying items by similarities.

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**33**

**RECORD KEEPING**

Entering, transcribing, recording, storing, or maintaining information.

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**37**

**INSPECTING**

Checking and evaluating equipment, structures, and products.

SKILLS Cards © Georgia Career Information Center Georgia State University

**34**

**ATTENTION TO DETAIL**

Checking each item or task carefully.

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**38**

**REPAIRING**

Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.

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**35**

**VERIFYING INFORMATION**

Evaluating information against a set of standards or ensuring that it is correct.

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**39**

**TROUBLESHOOTING**

Determining the cause and solution of an error.

SKILLS Cards © Georgia Career Information Center Georgia State University

**36**

**INSTALLING**

Setting up equipment, machines, or structures to meet specifications.

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**40**

**CONTROLLING MACHINES**

Using control mechanisms or direct physical activity to operate machines.

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# 41

## OPERATING VEHICLES

Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

SKILLS Cards © Georgia Career Information Center Georgia State University

# 45

## CALCULATING

Adding, subtracting, multiplying, and dividing.

SKILLS Cards © Georgia Career Information Center Georgia State University

# 42

## USING COMPUTERS

Working with computers by using programs or entering data.

SKILLS Cards © Georgia Career Information Center Georgia State University

# 46

## ESTIMATING

Approximating distances, quantities, time, costs, resources, or materials.

SKILLS Cards © Georgia Career Information Center Georgia State University

# 43

## PROGRAMMING

Writing computer programs.

SKILLS Cards © Georgia Career Information Center Georgia State University

# 47

## BUDGETING

Allocating financial resources.

SKILLS Cards © Georgia Career Information Center Georgia State University

# 44

## TECHNOLOGY DESIGN

Developing or adapting equipment and technology.

SKILLS Cards © Georgia Career Information Center Georgia State University

# 48

## MATH REASONING

Using mathematical methods to understand and solve problems.

SKILLS Cards © Georgia Career Information Center Georgia State University

**49**

**SCIENCE REASONING**

Using scientific methods to understand and solve problems.

SKILLS Cards © Georgia Career Information Center Georgia State University

**53**

**LISTENING**

Listening to what people are saying and asking questions.

SKILLS Cards © Georgia Career Information Center Georgia State University

**50**

**READING**

Understanding information and ideas presented in writing.

SKILLS Cards © Georgia Career Information Center Georgia State University

**54**

**CONCENTRATING**

Focusing on a task without interruption.

SKILLS Cards © Georgia Career Information Center Georgia State University

**51**

**WRITING**

Communicating information and ideas in writing.

SKILLS Cards © Georgia Career Information Center Georgia State University

**55**

**INFORMATION GATHERING**

Locating and identifying information or ideas.

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**52**

**SPEAKING**

Talking to others to convey information.

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**56**

**EVALUATING**

Judging the success or progress of an idea, work activity, or project.

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**57**

**ADVISING**

Providing consultation or advice to others.

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**61**

**ACTIVE LEARNING**

Working with new material or information to understand the implications.

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**58**

**SYNTHESIZING**

Reorganizing information to get a better approach to problems.

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**62**

**USING KNOWLEDGE**

Using work-related experience.

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**59**

**ANALYZING**

Examining information and using logic to solve problems.

SKILLS Cards © Georgia Career Information Center Georgia State University

**63**

**SAFETY OF OTHERS**

Managing the work environment to provide for the health and safety of others.

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**60**

**PLANNING**

Developing approaches for implementing ideas.

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**64**

**PERSUADING**

Convincing others to approach things differently.

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**65**

**NEGOTIATING**

Bringing others together and trying to reconcile differences.

SKILLS Cards © Georgia Career Information Center Georgia State University

**69**

**DIRECTING/LEADING**

Providing leadership and direction to others through a process of give and take.

SKILLS Cards © Georgia Career Information Center Georgia State University

**66**

**CONFRONTING**

Communicating a position opposed by others.

SKILLS Cards © Georgia Career Information Center Georgia State University

**70**

**DECISION MAKING**

Understanding information and reaching a conclusion to solve problems.

SKILLS Cards © Georgia Career Information Center Georgia State University

**67**

**INITIATING**

Taking on new responsibilities and challenges.

SKILLS Cards © Georgia Career Information Center Georgia State University

**71**

**MANAGING RESOURCES**

Determining the best use of human resources, finances, and material resources.

SKILLS Cards © Georgia Career Information Center Georgia State University

**68**

**COORDINATING**

Organizing people and activities to complete tasks.

SKILLS Cards © Georgia Career Information Center Georgia State University

**72**

**IMPACT OF RESPONSIBILITY**

Accepting the long-term outcome of decisions.

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