

Name _____ Date _____ Student ID# _____

Skills Inventory

Put a score of 1 for Experienced, 2 for Average, 3 for Knowledgeable, or Leave Blank for Non-Experienced by the skills listed below that you have for categories 1, 2, & 3.

1. **Functional** or **Transferable** skills related to **Working with People**

- | | |
|------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Delegate | <input type="checkbox"/> Set Up Appointments |
| <input type="checkbox"/> Motivate | <input type="checkbox"/> Nursing / Child Care |
| <input type="checkbox"/> Oral Communication | <input type="checkbox"/> Social / Hosting Skills |
| <input type="checkbox"/> Written Communication | <input type="checkbox"/> Negotiate / Arbitrate |
| <input type="checkbox"/> Develop Rapport | <input type="checkbox"/> Supervise / Manage |
| <input type="checkbox"/> Handle Complaints | <input type="checkbox"/> Persuade / Influence |
| <input type="checkbox"/> Counsel | <input type="checkbox"/> Mobilize Resources |
| <input type="checkbox"/> Listen | <input type="checkbox"/> Train |
| <input type="checkbox"/> Interview | <input type="checkbox"/> Organize |
| <input type="checkbox"/> Interpret | <input type="checkbox"/> Chair Meetings |
| <input type="checkbox"/> Teach / Instruct | <input type="checkbox"/> Recruit |
| <input type="checkbox"/> Coordinate Events | <input type="checkbox"/> Sell |
| <input type="checkbox"/> Arrange for Meetings | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Plan – Meetings or Workshops | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Plan – Goal Setting / Projections | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> Facilitate Groups or Discussions | <input type="checkbox"/> Financial Management |
| <input type="checkbox"/> Collaborate | <input type="checkbox"/> Telephone |
| | <input type="checkbox"/> Promote |

2. **Functional** or **Transferable** skills related to working with **Objects or Things**

- | | |
|----------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Home Economic Skills |
| <input type="checkbox"/> Use of Hand Tools | <input type="checkbox"/> Physical Coordination |
| <input type="checkbox"/> Precision Work | <input type="checkbox"/> Manual Dexterity |
| <input type="checkbox"/> Handle Objects | <input type="checkbox"/> Horticultural Skills |
| <input type="checkbox"/> Machine or Manual Skills | <input type="checkbox"/> Use of Office Machines |
| <input type="checkbox"/> Creative Use of Materials | <input type="checkbox"/> Mechanical Drawing |
| <input type="checkbox"/> Inspect | <input type="checkbox"/> Appraise / Estimate |
| <input type="checkbox"/> Build / Construct | <input type="checkbox"/> Assemble |
| <input type="checkbox"/> Repair / Maintain | <input type="checkbox"/> Distribute |
| <input type="checkbox"/> Mechanical Ability | <input type="checkbox"/> Work in Laboratory |
| <input type="checkbox"/> Operate Equipment | <input type="checkbox"/> Make Layouts |
| <input type="checkbox"/> Craft Skills | <input type="checkbox"/> Use of Power Equipment |
| <input type="checkbox"/> Keep Records | <input type="checkbox"/> Measure |

3. **Functional or Transferable** skills related to **Data / Information**

- | | |
|---------------------------------------|----------------------------------|
| _____ Investigate | _____ Organize / Synthesize Data |
| _____ Classify / Record Keep | _____ Develop Ideas |
| _____ Copy / Duplicate | _____ Conceptual Ability |
| _____ Store / Retrieve | _____ Data Entry |
| _____ Purchase | _____ Analyze |
| _____ Account / Keep Books | _____ Innovate |
| _____ Drafter | _____ Financial Management |
| _____ Computer / Numerical Skills | _____ Budget |
| _____ Accurate / Attention to Details | _____ Design |
| _____ Proofreader | _____ Visual / Imaging |
| _____ Plan (Utilizing Information) | _____ Evaluator |
| _____ Write Composition | _____ Computer / Calculate |
| _____ Gather Information | _____ Observer |
| _____ Researcher | _____ Programmer |
| _____ Read / Study | _____ Clerical Skills |
| _____ Improve / Adapt | _____ Diagnose |
| _____ Editor | _____ Describe |

Functional Skills Analysis from 1, 2, & 3

List my top 3 most outstanding skills related to from each category above:

Working with People	Objects / Things	Data / Information
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____

List 3 job fields you would like to work in. List 3 job fields you don't want to work in.

_____	_____
_____	_____
_____	_____

If completed off campus please fill out, attach, and email document to job.placement@umpqua.edu