

SELF ASSESSMENT

SELF-IDENTIFY YOUR SKILLS

The following exercise will help you discover and articulate the full range of your skills. This exercise will be particularly helpful if you are considering making a career change, interested in identifying areas of development, or having difficulty articulating what you are really good at.

You will need to think about what you have done in your life—at work, at school, part-time and full-time jobs; as a volunteer and in your leisure time. Think about what you have learned over the years through all the experiences you have had in different areas. In today's working climate it is unlikely that you will find a job that is the same as your previous employment. For most of us, a new job will be totally different from what we have done in the past. So it is very meaningful for a successful job seeker to carefully decide how their skills transfer into other opportunities. It is also important for the job seeker to know how to sell these transferable skills to a prospective employer. The following activity will help you accomplish this goal.

TRANSFERABLE SKILLS INVENTORY

Some people have trouble determining the difference between the skills they have acquired and the duties they have carried out. Duties are functions that you did as part of an activity, while skills are the tools you use to accomplish these functions. Listed below is an inventory of skills that are transferable from one job to another, from one employer to another and from one occupation to another.

In evaluating each skill, recall a situation in which you demonstrated the skill. If you are not sure whether you have a skill, think about how others would describe you. Below is a list of broad skill areas which are divided into more specific skills. Read each skill listed and rate your enjoyment and feelings of satisfaction in using the skill on a scale of 1-5, 1 being no ability, 5 being strong ability

Communication

The skillful expression, transmission and interpretation of knowledge and ideas.

1= no ability, 5 = strong ability

1 2 3 4 5

1. Listening attentively – answer questions, provide information, accept input
2. Speaking effectively
3. Facilitating group discussion
4. Persuading – give recommendations, convince others to adopt your ideas
5. Editing
6. Describing feelings
7. Read or speak another language
8. Negotiating – settle disagreement, or help others to see all sides of situation
9. Having compelling sales approach
10. Writing concisely – correspondence, reports and technical or specialized documents
11. Expressing ideas confidently and creatively
12. Providing appropriate feedback
13. Communicate electronically – web, e-mail to present and exchange information
14. Reporting information
15. Interviewing people to obtain information
16. Perceiving nonverbal messages
17. Translating complex ideas into everyday language
18. Handling complaints in person, over phone
19. Conveying a positive self-image.
20. Responding to non-verbal cues.
21. Developing rapport easily with groups of people.
22. Expressing feelings through body language.
23. Using body language that makes others comfortable
24. Establishing culture to support learning
25. Modeling behaviour or concepts to others
26. Promoting concepts through a variety of media
- 27.
- 28.
- 29.

Research / Planning / Analyzing

The search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

1 = no ability, 5 = strong ability

1 2 3 4 5

- | | | | | | | |
|-----|--|--|--|--|--|--|
| 30. | Identifying problems | | | | | |
| 31. | Identifying resources | | | | | |
| 32. | Investigating and record finding | | | | | |
| 33. | Interpreting underlying themes from complex information | | | | | |
| 34. | Gathering information | | | | | |
| 35. | Extracting important information | | | | | |
| 36. | Working diligently and patiently | | | | | |
| 37. | Managing obstacles—be persistent and resourceful | | | | | |
| 38. | Integrating efforts of others | | | | | |
| 39. | Writing analysis of study and research | | | | | |
| 40. | Studying data or behaviour for meaning and solutions | | | | | |
| 41. | Systematizing information and results | | | | | |
| 42. | Formulating insightful and relevant questions | | | | | |
| 43. | Interviewing primary sources | | | | | |
| 44. | Compiling numerical and statistical data | | | | | |
| 45. | Patiently search for hard-to-find sources | | | | | |
| 46. | Imagining alternatives | | | | | |
| 47. | Creating ideas | | | | | |
| 48. | Developing evaluation strategies | | | | | |
| 49. | Determining a hierarchy of tasks even when not given a designated starting point | | | | | |
| 50. | Setting goals | | | | | |
| 51. | Defining needs | | | | | |
| 52. | Use the web to conduct research | | | | | |
| 53. | Delegating effectively to make best use of others' skills | | | | | |
| 54. | Forecasting, predicting - thinking ahead and contingency planning | | | | | |
| 55. | Analyzing quantitative, physical and/or scientific data | | | | | |
| 56. | Comparing and evaluating information | | | | | |
| 57. | Applying curiosity | | | | | |
| 58. | Using technology for statistical analysis | | | | | |
| 59. | Hypothesizing and testing for results | | | | | |
| 60. | Classifying and sorting information into categories | | | | | |
| 61. | | | | | | |
| 62. | | | | | | |
| 63. | | | | | | |

Human Relations / Interpersonal / Developing / Coaching

The use of interpersonal skills for resolving conflict, relating to and helping others.

1 = no ability, 5 = strong ability

1 2 3 4 5

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|-----|--|--|--|--|--|--|
| 64. | Conveying a sense of humour | | | | | |
| 65. | Encouraging, empowering, advocating for people | | | | | |
| 66. | Expressing feelings appropriately | | | | | |
| 67. | Adjusting plans for the unexpected | | | | | |
| 68. | Listening carefully to communication | | | | | |
| 69. | Gaining trust and respect of others | | | | | |
| 70. | Perceiving feelings, situations | | | | | |
| 71. | Relating to diverse people | | | | | |
| 72. | Caring for and serving people; rehabilitate heal | | | | | |
| 73. | Helping people make their own decisions | | | | | |
| 74. | Knowledge of self-help theories and programs | | | | | |
| 75. | Mediating peace between conflicting parties | | | | | |
| 76. | Facilitate self-awareness in others | | | | | |
| 77. | Conducting needs assessments | | | | | |
| 78. | Developing educational curriculum and materials | | | | | |
| 79. | Creating and administering evaluation plan | | | | | |
| 80. | Consulting and recommending solutions | | | | | |
| 81. | Explaining different ideas, complex topics | | | | | |
| 82. | Anticipate people's needs and reactions | | | | | |
| 83. | Processing human interactions, understand others | | | | | |
| 84. | Creating positive, hospitable environment | | | | | |
| 85. | Facilitating conflict management | | | | | |
| 86. | Counselling, advising, consulting, guiding others | | | | | |
| 87. | Mediating / resolving conflicts / building consensus | | | | | |
| 88. | Using intuition to understand and respond to the work environment and people's needs | | | | | |
| 89. | Networking / building relationships | | | | | |
| 90. | Demonstrating empathy, sensitivity and patience | | | | | |
| 91. | Helping others improve health and welfare | | | | | |
| 92. | Coaching, guiding, encouraging individuals to achieve goals | | | | | |
| 93. | Listening empathically and with objectivity | | | | | |
| 94. | Teaching, advising, coaching, empowering | | | | | |
| 95. | Using a variety of media for presentation | | | | | |
| 96. | Assessing learning styles and responding accordingly | | | | | |
| 97. | | | | | | |

Organization / Management / Leadership

The ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

1= no ability, 5 = strong ability 1 2 3 4 5

- 98. Identifying and organizing tasks or information
- 99. Coordinating people, activities and details
- 100. Creating guidelines for implementing an action
- 101. Creating efficient systems
- 102. Arranging correct sequence of information and actions
- 103. Identifying and organizing tasks or information
- 104. Anticipate problems and respond with solutions
- 105. Developing a plan and set objectives
- 106. Developing realistic goals and action to attain them
- 107. Developing and facilitating work teams
- 108. Adjusting plans/procedures for the unexpected
- 109. Communicating well with diverse groups
- 110. Envisioning the future and lead change
- 111. Assessing and evaluating your own work as well as that of coworkers
- 112. Developing and mentoring talent
- 113. Setting goals and determining courses of action
- 114. Managing personnel, projects and time
- 115. Facilitating conflict management
- 116. Increasing productivity and efficiency to achieve goals
- 117. Providing training for development of staff
- 118. Fostering a sense of ownership in employees
- 119. Utilizing technology to facilitate management
- 120. Remaining flexible—see obstacles as a challenge rather than a setback
- 121. Establishing policy
- 122. Motivating/inspiring others to achieve common goals
- 123. Communicating well with all levels of the organization
- 124. Encouraging the use of technology at all levels
- 125.
- 126.
- 127.

Problem Solving

The use of interpersonal skills for resolving conflict, relating to and helping others.

1= no ability, 5 = strong ability 1 2 3 4 5

- 128. Identifying and diagnosing a problem to get at the root
- 129. Identifying several solutions to the same problem and choose the appropriate alternative
- 130. Initiating projects, interventions, programs
- 131. Taking personal responsibility for decisions
- 132. Analyzing problems
- 133. Defining and expanding issues
- 134. Setting and attaining goals
- 135. Developing innovative, effective solutions to complex problems
- 136. Creating new ways to solve on-going concerns—subvert the dominant paradigm
- 137. Making decisions and following through
- 138. Dealing with ambiguity
- 139. Grappling with abstract issues
- 140. Innovative—thinking “outside the box”
- 141. Using critical judgment to determine cause and effect relationships
- 142.
- 143.
- 144.

Miscellaneous Categories

1= no ability, 5 = strong ability 1 2 3 4 5

Time Management

- 145. Prioritizing to best meet customer / organization needs
- 146. Establishing achievable goals and objectives
- 147. Working effectively under pressure / demanding deadlines
- 148. Balancing work and personal life

Learning and Professional Expertise

- 149. Developing new skills and knowledge to remain leading-edge
- 150. Staying current.
- 151. Expert in field
- 152. Developing new skills and knowledge to remain leading-edge

Thinking

- 153. Seeing the “big picture”
- 154. Conceptualizing ideas, models, relationships
- 155. Thinking strategically

156. Integrating and synthesizing information from different sources

Create and Innovate

157. Visualize concepts and results

158. Intuiting strategies and solutions

159. Executing colour, shape and form

160. Brainstorming and making use of group synergy

161. Communicate with metaphors

162. Inventing products through experimentation

163. Remember faces, accurate spatial

164. Creating images through sketches, sculptures, etc.

Entrepreneurship/ Business Development

165. Identifying and capitalizing on opportunities

166. Developing new products / services to meet emerging needs

167. Actively seeking new opportunities

168. Generating income

Cost Sensitivity

169. Preparing budgets, computing costs, etc.

170. Establishing cost controls

171. Managing activities to stay within budget

172. Increasing profitability by reducing overhead

173.

174.

175.

SKILLS SUMMARY

After completing this exercise, review each category and prioritize the characteristics from that list, that you gave a score of **3 (strong ability)**. Record the top three (3) characteristics from each category, onto the corresponding category below.

Communication:

- 1.
- 2.
- 3.

Researching / Planning / Analyzing:

- 1.
- 2.
- 3.

Human Relations / Interpersonal / Developing / Coaching:

- 1.
- 2.
- 3.

Organization / Management / Leadership:

- 1.
- 2.
- 3.

Problem Solving:

- 1.
- 2.
- 3.

Miscellaneous Categories:

- 1.
- 2.
- 3.

Top 5 Skills

- 1.
- 2.
- 3.
- 4.
- 5.

Strongest Skills

Look at the category heading e.g., Communication, Problem-solving, Leading... under which most of your strongest skills fall, along with your deepest sense of satisfaction. Using these skills represents your greatest opportunity for optimizing career satisfaction and effectiveness.

Skills for Development

Skills I really enjoy using but am not very good at:

I may be able to improve these skills:

SKILLS EMPLOYERS ARE SEEKING

A profile developed by HRDC identified the following skills as those most desired by Canadian employers

Positive attitudes and behaviours

Including confidence, self-esteem, honesty, integrity, a positive attitude towards growth, initiative, and the energy to get the job done.

Responsibility

Including the ability to set goals and priorities, the ability to plan and manage resources (including time and money), and personal accountability.

Adaptability

Including a positive attitude towards change, respect for people's differences, and the ability to come up with new ideas.

Teamwork Ability

Including the ability to understand and contribute to the organization's goals, the ability to work in a group, the ability to lead others, and the ability to make decisions with the support of others.

Communication Skills

Including the ability to listen, to read written materials including graphs and charts, to write effectively in the language in which the business is conducted, and to speak clearly and understandably.

Thinking Skills

Including the ability to think critically, evaluate situations, solve problems, make decision, use mathematics, use technology and information systems effectively, and continue to learn for life.

The Conference Board of Canada provides additional information on employability skills below:

<http://www.conferenceboard.ca/education/learning-tools/pdfs/esp2000.pdf>

http://www.conferenceboard.ca/education/learning-tools/pdfs/ISP_brochure.pdf

As you can see, most of the skills required by Canadian employers are transferable skills. Technical skills alone are insufficient to succeed in most work settings. Therefore, if you are able to identify a solid base of both technical and transferable skills, you place yourself in higher demand.

These top skills, essential for success in the most high-powered jobs, are often learnt and perfected in ordinary situations.

COMPARE YOUR SKILLS TO WHAT EMPLOYERS WANT

Compare each Transferable Skill that employers seek to your rate of enjoyment and feelings of satisfaction in using the skill (same scoring system used in the Self-Assessment).

Read each skill listed and rate your skills on a scale of 1-5, 1 being no ability, 5 being strong ability.

Transferable Skills that Employers Seek

1= no ability, 5 = strong ability 1 2 3 4 5

1.	Confidence					
2.	Self-esteem					
3.	Honesty					
4.	Integrity					
5.	Positive attitude towards growth					
6.	Initiative					
7.	The energy to get the job done					
8.	Ability to set goals and priorities					
9.	Ability to plan and manage resources (i.e. time & money)					
10.	Personal accountability					
11.	Positive attitude towards change					
12.	Respect for people's differences					
13.	Ability to come up with new ideas					
14.	Ability to understand and contribute to the organization's goals					
15.	Ability to work in a group					
16.	Ability to lead others					
17.	Ability to make decisions with support of others					
18.	Ability to listen					
19.	Read written materials including graphs and charts					
20.	Write effectively in the language in which the business is conducted					
21.	Speak clearly and understandably					
22.	Ability to think critically					
23.	Evaluate situations					
24.	Solve problems					
25.	Make decisions					
26.	Continue to learn for life					