

Exercise 4: Skills Assessment

This exercise assesses your skills. Skills are aptitudes, or abilities, that you’ve put into practice. There are two types of skills. “Transferable” skills are general abilities that can be used in almost every industry and in a wide variety of jobs. The ability to problem solve, the ability to think in spatial terms, and the ability to get your point across to others—in writing or in person—are examples of transferable skills. “Technical” skills are more specialized and generally relate to a specific subject matter (medicine, climatology, cosmetology, etc.) or to a specific knowledge, such as understanding the properties of metals or knowing which plants thrive best in certain soils.

Identify the skills that others would agree you possess. For those that you would enjoy using regularly, check whether your skill level is high, medium, or low.

Search for the type of work that requires your high-level skills. Consider increasing your transferable skills: they generally give you more job options.



Transferable Skills

- | High
Medium
Low | High
Medium
Low | High
Medium
Low | High
Medium
Low |
|--|--|--|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| fixing | creating | planning | leading |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| observing | managing | persuading | writing |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| teaching | mediating | interpreting | doing math |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| remembering | figuring | directing | predicting |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| lifting | inspecting | comparing | organizing |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| listening | typing | proofing | researching |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| critically thinking | taking directions | problem-solving | communicating |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| public speaking | selling | decision-making | sorting |

(more)

Exercise 4: Skills Assessment (continued)



Technical Skills

High
Medium
Low

- painting
- welding
- roofing
- fitting eyeglasses
- cooking
- processing X-rays
- plastering walls

High
Medium
Low

- cutting glass
- helping patients
- installing carpets
- arranging flowers
- driving a backhoe
- recording sounds
- testing water purity

High
Medium
Low

- trimming trees
- caring for a child
- reading blueprints
- driving a truck
- farming
- playing an instrument

Exercise 4: Skills Assessment Wrap-up/Interpretation

Identifying your highest transferable and technical skills will assist you when looking for a job, during an interview, and in your day-to-day activities.

Today’s workforce searches for individuals who possess a strong and wide variety of transferable skills that many industries today call “employability/workability skills.” You may also hear them referred to as “functional skills.” Having done this exercise, you will be able to clearly state your skills during an interview when asked, “What skills do you have that fit this job?”

Along with identifying “transferable skills” you would like to use regularly, this exercise also allows you to identify your high “technical skills” that are more industry specific. Knowing your highest “technical skills” can assist you in determining areas to explore when looking for a job, identifying areas for further development, and being able to list hobbies.