

Skills Inventory

Read each statement below. Circle a number on the spectrum to indicate your position on each statement. Then make a list of the skills and attributes that you feel might give you a comparative advantage when seeking a job.

Communication Skills	strongly disagree		agree		strongly agree
1. I have strong oral communication skills.	1	2	3	4	5
2. I have strong written communication skills.	1	2	3	4	5
Learning and Thinking Skills	strongly disagree		agree		strongly agree
3. I generally learn new things quickly.	1	2	3	4	5
4. I am good at math.	1	2	3	4	5
5. I am skilled at using a computer.	1	2	3	4	5
6. I have strong research skills.	1	2	3	4	5
7. I have good problem solving and applied reasoning abilities.	1	2	3	4	5
8. I have strong critical thinking skills.	1	2	3	4	5
Social Skills	strongly disagree		agree		strongly agree
9. I work well with others.	1	2	3	4	5
10. I have strong leadership skills.	1	2	3	4	5
11. I get along well with customers.	1	2	3	4	5
Workplace Skills	strongly disagree		agree		strongly agree
12. I have strong time management skills.	1	2	3	4	5
13. I am a good planner.	1	2	3	4	5
14. I am detail oriented.	1	2	3	4	5
15. I am good at managing big projects.	1	2	3	4	5
16. I have strong manual or mechanical skills.	1	2	3	4	5
Personal Attributes	strongly disagree		agree		strongly agree
17. I am flexible and adaptable.	1	2	3	4	5
18. I am highly creative.	1	2	3	4	5
19. I am strongly motivated and enthusiastic.	1	2	3	4	5
20. I am very self-confident.	1	2	3	4	5

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