

## Skill Assessment Worksheet

Review the skills listed below. Place a checkmark in the *Strength* column if you view this as a strength or area you bring to the table.

Communication Skills	Strength
Write, edit, translate, interpret or critique words	
Speak in public, debate, advocate, present or demonstrate an idea	
Facilitate a meeting	
Comparing or cross-checking multiple lists	
Filling out forms	
Writing reports, letter and memos correctly	
Reading and understanding policies and memos	
Comfortably speaking to others you do not know	
Taking notes while someone speaks	
Finding information	
Explaining things to other people	
Counsel or advise others	
Listening to others	
Other:	

Technical Skills	Strength
Build or construct things or structures	
Do skilled crafts or use hand coordination with tools	
Operate vehicles, machines or electronic equipment	
Repair or set up machines or equipment	
Installing things	
Work with earth and nature	
Gardening, landscaping and farming	
Other:	

Management & Self-management Skills	Strength
Administer, set goals, and priorities, plan or make decisions	
Initiate, assess needs, anticipate or create change	
Manage people, delegate tasks, direct, oversee or motivate	
Sell, negotiate, convince, promote or persuade	
Keeping a cheerful attitude	
Getting interested/excited about the task at hand	
Offering to help when it's needed	
Knowing how to take directions	
Motivating myself to do what needs to get done	
Prioritizing tasks so that the larger goal is met on time	
Presenting a neat and professional image	
Checking your own work	
Seeking help when needed	
Being eager to learn	
Speaking up for yourself	
Solving problems in a cooperative way	
Other:	

Creative/Artistic Skills	Strength
Perceive intuitively, sense, show insight or have foresight	
Use artistic probability, photograph, decorate, paint or sculpt	
Use creativity, visualize, imagine, brainstorm or design	
Use musical ability, sing, compose or play instruments	
Presenting artistic ideas	
Visualizing shapes	
Designing	
Drawing, illustrating, sketching	
Other:	

People & Social Skills	Strength
Care, treat, heal, nurse or rehabilitate others	
Counsel, empower, coach, guide or listen to individuals	
Host, comfort, please, make welcome or serve customers	
Plan social, recreational or other group events	
Problem-solve, mediate or network with people	
Teach, train, instruct, inform, or explain to groups	
Caring for children responsibility	
Caring for the sick and elderly	
Calming people down	
Helping people complete a task	
Knowing how to get along with different people/personalities	
Leading groups or activities	
Other:	

Number Skills	Strength
Computer, calculate, compare or record numbers	
Forecast, appraise or estimate numerical information	
Doing arithmetic correctly	
Using percentages and decimals	
Estimating costs and/or time needed to complete job	
Using a database program on a computer	
Creating and managing a budget	
Other:	

Critical Thinking & Investigating Skills	Strength
Analyze, use logic, problem solve, examine	
Conceptualize, adapt, develop, hypothesize or discover	
Evaluate, assess, test, appraise, diagnose	
Observe, reflect, study or notice	
Research, investigate, read or interview	

Synthesize, integrate, unify or conceptualize ideas	
Other:	

Business Skills	Strength
Working with computers	
Using a business telephone	
Working with budgets	
Account, budget, program or systematize financial data	
Attend to detail, copy, inspect or transcribe	
Setting up and closing out a cash register	
Managing money and bills	
Organizing, filing, updating, categorizing or arranging information	
Writing business documents	
Coordinating events	
Fundraising	
Other:	

Action Step: What is the next step for you in this process?

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Notes:

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### Resources

UM Alumni Association - Career Guides  
<https://alumni.umich.edu/career/career-guides/>  
Cover Letter, Resume and Interviewing PDF guides

WordClouds  
<https://www.wordclouds.com/>  
Website for creating word clouds

CEW+  
<http://www.cew.umich.edu/>  
Additional information on our counseling program, funding opportunities, and advocacy initiatives

