

Employability Skills Inventory

Review the following skills and indicate whether or not you currently possess the skill. If you would like to improve the skill, check NI for Needs Improvement. Review the skills you answered yes to and provide proof of one or two by recording a short example of when/how you used this skill.

Communication	Yes	No	NI*
1. Speak clearly and concisely			
2. Confront and express opinions without offending			
3. Listen and ask questions to understand			
4. Present ideas effectively in speeches or lecture			
5. Persuade/influence others to a certain point of view			
6. Active participant in group discussions and teams			
7. Develop rapport easily with groups of people			
8. Read or share information presented with a variety of media			
9. Respond to non-verbal cues			
10. Write technical language, manuals, grants and reports			
11. Edit and proofread written material			
12. Utilize all forms of technology for writing			

Give examples of your communication skills:

1. _____
2. _____

Interpersonal Relations	Yes	No	NI*
13. Anticipate people's needs and reactions			
14. Express feelings appropriately			
15. Process human interactions, understand others			
16. Create positive, hospitable environment			
17. Adjust plans to accommodate changes or for the unexpected			
18. Communicate well with diverse groups			

Give examples of your interpersonal skills:

1. _____
2. _____

Personal Management	Yes	No	NI*
19. Positive attitude through behaviours, initiatives and energy			
20. Honest and ethical in words and actions			
21. Think of new and creative ideas to get the job done			
22. Accept and provide feedback in a constructive and considerate manner			

Give an example of your personal management skills:

1. _____

Plan and Organize	Yes	No	NI*
23. Identify and organize tasks or information			
24. Coordinate people, activities and details			
25. Develop a plan and set objectives			
26. Set up and keep time schedules			
27. Anticipate problems and respond with solutions			
28. Develop priorities and realistic goals and action to attain them			
29. Arrange correct sequence of information and actions			
30. Create guidelines for implementing an action			
31. Create efficient systems			
32. Follow through, insure completion of a task			

Give examples of your planning and organizing skills:

1. _____

2. _____

Administrative	Yes	No	NI*
33. Communicate well with key people in organization			
34. Identify and purchase necessary resource materials			
35. Utilize computer software and equipment			
36. Organize, improve, adapt office systems			
37. Track progress of projects and troubleshoot			
38. Assign tasks and sets standards for support staff			
39. Hire and supervise temporary personnel as needed			
40. Demonstrate flexibility during crisis			
41. Oversee communication, email and telephones			
42. Remember faces, accurate spatial memory			

*NI = Needs Improvement

Adapted from lifeworktransitions.com

Give examples of how you displayed administrative skills:

1. _____
2. _____

Create and Innovate	Yes	No	NI*
43. Visualize concepts and results			
44. Intuit strategies and solutions			
45. Creative and innovative in exploring possible solutions			
46. Brainstorm and make use of group dynamics			
47. Communicate with metaphors			

Give an example of your creativity or innovation:

1. _____

Analyze	Yes	No	NI*
48. Study information, data or behavior for meaning and solutions			
49. Write analysis of study and research			
50. Compare and evaluate information			
51. Formulate insightful and relevant questions			

Give an example of your analysis skills:

1. _____

Mentoring/Coaching	Yes	No	NI*
52. Advise, consult, guide others			
53. Demonstrate empathy, sensitivity and patience			
54. Help people make their own decisions			
55. Coach, guide, encourage individuals to achieve goals			
56. Negotiate and resolve conflicts positively			

Give an example of when you mentored coached someone:

1. _____

Consult	Yes	No	NI*
57. Create and administer evaluation plan			
58. Facilitate a group			
59. Explain difficult ideas, complex topics			
60. Consult and recommend solutions			

Give an example your consulting skills:

1. _____

Leadership	Yes	No	NI*
61. Envision the future and lead change			
62. Establish policy			
63. Set goals and determine courses of action			
64. Motivate/inspire others to achieve common goals			
65. Create innovative solutions to complex problems			
66. Communicate well with all levels of the organization			
67. Develop and mentor talent			
68. Negotiate terms and conditions			
69. Take risks, make hard decisions, be decisive			
70. Encourage the use of technology at all levels			

Give examples of how you have shown leadership:

1. _____

2. _____

Management	Yes	No	NI*
71. Manage personnel, projects and time			
72. Foster a sense of ownership in employees			
73. Delegate responsibility and review performance			
74. Increase productivity and efficiency to achieve goals			
75. Develop and facilitate Work Teams			
76. Provide training for development of staff			
77. Facilitate conflict management			
78. Utilize technology to facilitate management			

*NI = Needs Improvement

Adapted from lifeworktransitions.com

Give examples of your management skills:

1. _____
2. _____

Financial	Yes	No	NI*
79. Calculate, perform mathematical computations			
80. Work with precision with numerical data			
81. Keep accurate and complete financial records			
82. Perform accounting functions and procedures			
83. Compile data and apply statistical analysis			
84. Create computer generated charts for presentation			
85. Use computer software for records and analysis			
86. Appraise and analyze costs			
87. Create and justify organization's budget to others			

Give examples of your financial skills:

1. _____
2. _____

Employability Skills Summary

Go back to your assessment and record five of your strongest skills in the space provided below.

1. _____
2. _____
3. _____
4. _____
5. _____

*NI = Needs Improvement
Adapted from lifeworktransitions.com

Go back to your assessment and choose the three skills you enjoy using the most. List them below and state why you enjoy using these skills.

1. _____
2. _____
3. _____

Go back to your assessment and choose three of your weakest skills, those needing the most development or additional experience. State what action you can take to strengthen these areas. These are the skills you may want to work on in the next year or two to make yourself more marketable to employers.

Skill: _____ Action: _____

Skill: _____ Action: _____

Skill: _____ Action: _____