**Skills, Strengths, and Interests Self-Assessment Worksheet**

Adapted from <http://mcda.net/wp-content/uploads/2018/11/CareerBooklet-NortheasternU-SkillsStrengthsInterests-2018.pdf>

**Instructions:**

Use the following tables to document the skills, strengths, and interests you have acquired and demonstrated in different volunteer, academic, or professional settings. Note that the lists provided here are of example skills and strengths lists included to help you brainstorm, but please also consider skills and strengths that are not on these lists.

What is the difference between skills and strengths?

Skillsare abilities that come from specific training and can be learned in a course, workshop, or self-study. (e.g. software programs, languages, time management, people management, research, analytics, project management, etc.)

* Hard skills are the specific, teachable, abilities and knowledge areas require for positions. They are fact-based and can be defined and measured.
* Soft skills include the personal, relational and behavioral attributes that allow you to thrive in the workplace. They are subjective and often times situational

Strengths are personal attributes that you have cultivated over time. (e.g. flexibility, integrity, positive attitude, willingness to learn, dependability, friendliness, persistence, etc.)

**Examples of Skills**

| **Communication** | **Interpersonal** | **Managerial** | **Process Management** | **Leadership** | **Specialized Areas** | **Self-Management** | **Knowledge about Rural Communities** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| -Blogging -Campaigns -Content management -Digital media-Editing -Email marketing -Feedback delivery-Filmmaking -Listening -Nonverbal communication -Phone -Presentations-Public Speaking -Social Media -Style -Summarizing -Team -Verbal -Writing  | -Business development -Collaboration-Community building-Conflict resolution-Consultative-Convening-Deal-making -Diplomacy-Disability awareness -Diversity awareness-Engagement-Managing difficult personalities-Negotiation-Networking-Persuasion-Professionalism -Relationship management -Shepherding  | -Budget management -Business management -Change management -Crisis management-Delegation -Directing-Dispute resolution-Economization-Financial management -Forecasting -Goal-setting -Hiring-Managing difficult situations-Mediating -Performance management -Process management -Produce development-Project management-Quality control -Recruitment -Reporting -Restructuring -Staffing-Talent management-Team building  | -Administrative -Analytical -Contracting-Creative thinking -Decision making -Execution -Goal-setting -Logistics -Operations management -Planning -Problem-solving-Research -Scheduling  | -Assertiveness-Coaching-Facilitation-Instruction-Mentoring-Motivational-Product development -Retention-Strategic thinking -Teaching-Team-building-Team manager -Team player -Training  | -Analytics and STEM -Analytical-Auditing-Data analysis -Financial modeling-Quantitative-Communication and DigitalMedia-Customer Service -Digital marketing -Human Resources -Photography-Social Media -Marketing-Education and Learning*-*Accreditation-Program evaluation -Teaching- Government and Civic Engagement-Foreign language -Policy development-International affairs -Healthcare -Patient care -Risk analysis -Leadership and Management -Accounting -Regulatory Affairs -Compliance  | -Goal-setting -Organization -Prioritization -Self-awareness -Self-presentation-Stress management -Time management -Work-life balance  | -Knowledge of rural barriers -transportation barriers-ADA compliance issues-Knowing how to meet individuals where they are |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** | **Examples** | **If you have a clear career goal, is this skill relevant?** | **If you do not have a clear career goal, do you enjoy using this skill?** |
| List the skills you have developed or demonstrated here.1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
 | Briefly describe how you have demonstrated these skills. Consider the situation, the action you took, and the result.1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
 | 1. [ ]  Yes No [ ]
2. [ ]  Yes No [ ]
3. [ ]  Yes No [ ]
4. [ ]  Yes No [ ]
5. [ ]  Yes No [ ]
6. [ ]  Yes No [ ]
7. [ ]  Yes No [ ]
8. [ ]  Yes No [ ]
9. [ ]  Yes No [ ]
10. [ ]  Yes No [ ]
 | 1. [ ]  Yes No [ ]
2. [ ]  Yes No [ ]
3. [ ]  Yes No [ ]
4. [ ]  Yes No [ ]
5. [ ]  Yes No [ ]
6. [ ]  Yes No [ ]
7. [ ]  Yes No [ ]
8. [ ]  Yes No [ ]
9. [ ]  Yes No [ ]
10. [ ]  Yes No [ ]
 |

**Examples of Strengths**

|  |  |  |  |
| --- | --- | --- | --- |
| **Strengths** | **Examples** | **If you have a clear career goal, is this strength relevant?** | **If you do not have a clear career goal, do you enjoy using this strength?** |
| List the strength you have developed or demonstrated here1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
 | Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
 | 1. [ ]  Yes No [ ]
2. [ ]  Yes No [ ]
3. [ ]  Yes No [ ]
4. [ ]  Yes No [ ]
5. [ ]  Yes No [ ]
6. [ ]  Yes No [ ]
7. [ ]  Yes No [ ]
8. [ ]  Yes No [ ]
9. [ ]  Yes No [ ]
10. [ ]  Yes No [ ]
 | 1. [ ]  Yes No [ ]
2. [ ]  Yes No [ ]
3. [ ]  Yes No [ ]
4. [ ]  Yes No [ ]
5. [ ]  Yes No [ ]
6. [ ]  Yes No [ ]
7. [ ]  Yes No [ ]
8. [ ]  Yes No [ ]
9. [ ]  Yes No [ ]
10. [ ]  Yes No [ ]
 |

**Bringing It All Together**

Consider which of your skills and strengths you’ve listed above that align with your interests. In other words, which ones do you want to or enjoy using the most? These are the skills and strengths you should focus on cultivating and developing.

Write in the top skills or strengths you wish to develop, and any notes about how you might develop them.
1.
2.

3.

4.

5.

6.

7.

8.

9.

10.