

CAREER ACTION 3-1

(CONTINUED)

Part 2: Basic Skills and Attitudes

DIRECTIONS: (a) Review the following skill categories and related transferable competencies. (b) Check the boxes to the left of every skill category that applies to you in any way. (c) Circle each transferable competency you have developed (those listed after each skill category). For example, under the first category, "Art," circle any transferable competency you have developed: "Drawing, designing, painting," and so on. List under "other" any additional transferable competencies you have that relate to each category.

SKILL CATEGORY	RELATED TRANSFERABLE COMPETENCIES
<input type="checkbox"/> Art:	Drawing, designing, painting, sculpting, computer graphics design Other: _____
<input type="checkbox"/> Athletics:	Physical strength, physical ability, physical coordination, coaching, physical development, agility, team sports, individual sports Other: _____
<input type="checkbox"/> Communication:	Explaining/persuading, strong grammar/vocabulary, organizing thoughts clearly, communicating logically, listening, speaking, good telephone/reception skills, writing, knowledge of foreign languages Other: _____
<input type="checkbox"/> Computer Technology:	Computer operation, researching, training, testing, workflow analysis, evaluating, writing instructions, programming Other: _____
<input type="checkbox"/> Creativity:	Innovative, imaginative, idea person, bold Other: _____

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(CONTINUED)

SKILL CATEGORY

RELATED TRANSFERABLE COMPETENCIES

Engineering: Researching, testing, designing, constructing, analyzing, evaluating, controlling, electronic technology
 Other: _____

Human Relations: Counseling, diplomacy, negotiating, patience, outgoing, teamwork ability, understanding, resolving conflict, handling complaints
 Other: _____

Management: Analyzing data, directing, delegating, evaluating performance, organizing people/data/things, leading, making decisions, managing time, motivating self/others, planning, budgeting money/resources, solving problems, supervising, interviewing/hiring people, owning/operating a business
 Other: _____

Manual/Mechanical: Good manual dexterity, building, operating, maintaining/repairing, assembling, installing, carrying, loading, lifting, cooking, driving/operating vehicles, performing precision work, assessing spacial relationships, operating heavy equipment
 Other: _____

Mathematical: Mathematical computations, accuracy, analyzing data, mathematical reasoning, statistical problem solving, analyzing cost effectiveness, budgeting, applying formulas, collecting money, calculating
 Other: _____

Office: Keyboarding, data entry, computer operation, text processing, data processing, office equipment operation, filing/retrieving records, recording data, computing data, record keeping, telephone skills, business writing
 Other: _____

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(CONTINUED)

SKILL CATEGORY

RELATED TRANSFERABLE COMPETENCIES

- Outdoor Activities:** Animal care, farming, landscaping, grounds care, boating, navigating, oceanographic studies, forestry, logging, mining, fishing, horticulture
Other: _____
- Performing:** Speaking, acting, dancing, singing, musical ability, comedy, conducting
Other: _____
- Sales/Promotion:** Persuading, negotiating, promoting, influencing, selling, projecting enthusiasm, organizing, handling rejection, following up
Other: _____
- Scientific Activities:** Investigating, researching, analyzing, systematizing, observing, diagnosing
Other: _____
- Service/General:** Serving, referring, receiving, billing, handling complaints, good customer relations, good listening skills, patience, managing difficult people, helping others, relating to others
Other: _____
- Service/Medical:** Nursing, diagnosing, treating, rehabilitating, counseling, consoling, sympathizing, managing stress/emergencies, good interpersonal skills
Other: _____
- Training/Teaching:** Teaching skills/knowledge, tutoring, researching instructional content, organizing/developing content, explaining logically/clearly, demonstrating clearly, coaching others, evaluating learning, addressing all learning styles
Other: _____