

CAREER ACTION 3-2**SCANS Inventory**

DIRECTIONS: Check the boxes to the left of each competency, skill, or quality that you've developed, and circle the portions of the detailed descriptions of each item that apply to you.

PART 1: WORKPLACE COMPETENCIES

RESOURCES: Identifies, organizes, plans, and allocates resources

- Manages Time:** Selects relevant, goal-related activities; ranks them in order of importance; allocates time to activities; understands, prepares, follows schedules
- Manages Money:** Uses budgets, keeps records, makes adjustments to meet objectives
- Manages Material and Facilities:** Acquires, stores, allocates, and uses materials or space efficiently
- Manages Human Resources:** Assesses skills and distributes work accordingly, evaluates performance, and provides feedback

INTERPERSONAL: Works well with others

- Participates as Team Member:** Contributes to group effort
- Teaches Others New Skills**
- Serves Clients/Customers:** Works to satisfy customers' expectations
- Exercises Leadership:** Communicates ideas to justify position, persuades/convincing
- Negotiates Decisions:** Works toward agreements involving exchange of resources, resolves divergent interests
- Works with Cultural Diversity:** Works well with people from diverse backgrounds

INFORMATION: Acquires and uses information

- Acquires/Evaluates Information**
- Organizes/Maintains Information**
- Interprets/Communicates Information**
- Uses Computers to Process Information**

CONTINUED ON NEXT PAGE

CAREER ACTION 3-2

(CONTINUED)

SYSTEMS: Understands complex social, organizational, technological systems and interrelationships

- Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively with them
- Monitors/Corrects Performance:** Distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- Improves/Designs Systems:** Suggests modifications to existing systems and develops new or alternative systems to improve performance

TECHNOLOGY: Works with a variety of technologies

- Selects Technology:** Chooses procedures, tools, or equipment including computers and related technologies
- Applies Technology to Task:** Understands overall intent and proper procedures for setup and operation of equipment
- Maintains/Troubleshoots Technology:** Prevents, identifies, or solves problems with equipment, including computers and other technologies

PART 2: FOUNDATION SKILLS AND PERSONAL QUALITIES

BASIC SKILLS: Reads, writes, performs arithmetic/mathematical operations, listens, speaks

- Reading:** Locates, understands, and interprets written information including material in documents such as manuals, graphs, and schedules
- Writing:** Communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flowcharts
- Arithmetic/Mathematics:** Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- Listening:** Receives, attends to, interprets, responds to verbal messages and other cues
- Speaking:** Organizes ideas and communicates orally

CAREER ACTION 3-2

(CONTINUED)

THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- Creative Thinking:** Generates new ideas
- Decision Making:** Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
- Problem Solving:** Recognizes problems and devises and implements plan of action
- Knowing How to Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills
- Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

PERSONAL QUALITIES: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty

- Responsibility:** Exerts a high level of effort, perseveres towards goal attainment
- Self-Esteem:** Believes in own self-worth, maintains a positive view of self
- Sociability:** Demonstrates understanding, friendliness, adaptability, empathy, politeness
- Self-Management:** Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- Integrity/Honesty:** Chooses ethical courses

Fine-Tune Your Competencies List

DIRECTIONS: Review the items you identified in **Career Action 3-2**. Then select the ten strongest of these competencies and basic skills related to your current job target, and list them below.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

NOTE: You expand on this information in Chapters 9 and 11.