Skills Identification Exercise University of Toronto, Career Centre

In each space at the top of the following chart, write down an activity that you have done. Consider your academic, extracurricular and employment experiences. Then check off the skill corresponding to the activity. This exercise will help you identify the skills that you have, while allowing you to consider those skills you might like to develop or use in the future. Note that similar skills have been grouped into skill sets.

Skill Set	Skill	e.g., write essays	e.g., course project	e.g., data entry				
Analytical Skills	Investigate	Χ	Χ					
	Analyze	Х	Х					
	Evaluate		Х					
	Research	X	Х					
	Solve problems		Х	Χ				
⋖	Identify needs		Х					
	Observe			Χ				
Artistic Skills	Decorate							
	Compose	Х						
	Create objects							
	Create images							
	Invent							
	Perform							
	Produce events							
	Explain concepts or	Х	Χ					
	strategies							
<u>.</u> <u></u>	Facilitate groups		Χ					
cat	Speak in public							
munic Skills	Influence		Χ					
ᇎᇰ	Consult		Χ					
Ē	Write	X	Χ					
Communication Skills	Liaise							
	Translate / interpret							
	Edit	Χ						
Creative Skills	Conceptualize	Χ						
	Generate ideas	Х	Χ					
	Design							
	Visualize							
	Predict / forecast							
	Improvise							
	Solve problems			Χ				
	Develop							
Data Manage- ment Skills	Categorize			Χ				
	Manage records			X				
	Edit / monitor			Х				
	Compile			Χ				
	Classify			Χ				
	Design systems							

Skill Set	Skill								
Interpersonal Skills	Advocate		X						
	Provide care								
	Mediate		Х						
	Treat/nurse								
	Teach/train/instruct								
	Advise/inform								
	Listen								
	Counsel		X						
	Train								
	Promote/sell								
Management and Leadership Skills	Determine policy								
	Make decisions	Χ	X	X					
	Negotiate		Х						
agem eadel Skills	Influence/persuade		X						
lag .ea Sk	Delegate		Х						
lar d I	Supervise								
an A	Initiate/lead		Х						
	Motivate								
Organizational Skills	Organize	Х	Х	Х					
	Plan/arrange		Х						
, tio	Coordinate		X						
nizati Skills	Implement/follow		X						
S S	through								
ğ	Schedule								
0	Administer	Х	X						
	Prioritize tasks	Λ	۸						
}	Coordinate								
_	Build/construct								
sic s	Operate equipment								
Physical Skills	Restore/repair								
۵ ۲	Cultivate/grow			Х					
	Perform repetitious actions			^					
a	Budget Calculate								
ŧ	Monitor			Х					
ıntitat Skills	Classify	Х		^					
Quantitative Skills	Measure	^							
en;	Synthesize								
Ø	Test								
Technical or Work- Related Skills	Perform lab duties								
	Analyze systems								
	Draft blueprints								
	Analyze statistics			Х					
	Perform soil testing								
	Desktop publishing	Х							
Add your own									
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