

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	X	X								
	Analyze	X	X								
	Evaluate		X								
	Research	X	X								
	Solve problems		X	X							
	Identify needs		X								
	Observe			X							
Artistic Skills	Decorate										
	Compose	X									
	Create objects										
	Create images										
	Invent										
	Perform										
	Produce events										
Communication Skills	Explain concepts or strategies	X	X								
	Facilitate groups		X								
	Speak in public										
	Influence		X								
	Consult		X								
	Write	X	X								
	Liaise										
	Translate / interpret										
Edit	X										
Creative Skills	Conceptualize	X									
	Generate ideas	X	X								
	Design										
	Visualize										
	Predict / forecast										
	Improvise										
	Solve problems			X							
	Develop										
Data Management Skills	Categorize			X							
	Manage records			X							
	Edit / monitor			X							
	Compile			X							
	Classify			X							
	Design systems										

Skill Set	Skill											
Interpersonal Skills	Advocate		X									
	Provide care											
	Mediate		X									
	Treat/nurse											
	Teach/train/instruct											
	Advise/inform											
	Listen											
	Counsel		X									
	Train											
	Promote/sell											
Management and Leadership Skills	Determine policy											
	Make decisions	X	X	X								
	Negotiate		X									
	Influence/persuade		X									
	Delegate		X									
	Supervise											
	Initiate/lead		X									
	Motivate											
Organizational Skills	Organize	X	X	X								
	Plan/arrange		X									
	Coordinate		X									
	Implement/follow through		X									
	Schedule											
	Administer											
	Prioritize tasks	X	X									
Physical Skills	Coordinate											
	Build/construct											
	Operate equipment											
	Restore/repair											
	Cultivate/grow											
	Perform repetitious actions			X								
Quantitative Skills	Budget											
	Calculate											
	Monitor			X								
	Classify	X										
	Measure											
	Synthesize											
	Test											
Technical or Work-Related Skills	Perform lab duties											
	Analyze systems											
	Draft blueprints											
	Analyze statistics			X								
	Perform soil testing											
	Desktop publishing	X										
Add your own												