Connect to Your Career

5-2 Skills Inventory

1. Review the following list of commonly recognized soft skills. Which soft skills are your strongest? Rank your top five soft skills 1–5, with number 1 being your strongest. (You do not have to put a number for each soft skill, only the top five.)

Soft Skills

|  |  |
| --- | --- |
| confidence | <<Rank>> |
| culturally sensitive | <<Rank>> |
| dedicated | <<Rank>> |
| dependable | <<Rank>> |
| enthusiastic | <<Rank>> |
| ethical | <<Rank>> |
| hard-working | <<Rank>> |
| honest | <<Rank>> |
| innovative | <<Rank>> |
| listens carefully | <<Rank>> |
| loyal | <<Rank>> |
| personable | <<Rank>> |
| persuasive | <<Rank>> |
| polite | <<Rank>> |
| positive | <<Rank>> |
| proactive | <<Rank>> |
| problem solver | <<Rank>> |
| productive | <<Rank>> |
| professional | <<Rank>> |
| relationship builder | <<Rank>> |
| reliable | <<Rank>> |
| team player | <<Rank>> |

2. State the soft skill you ranked the strongest (1). Why did you rank this as your strongest skill?

<<Place Answer Here>>

3. Choose one of the soft skills you did not put in your top five. Describe what you can do to improve this soft skill.

<<Place Answer Here>>

4. Review the following list of commonly recognized hard skills. Which hard skills are your strongest? Rank your top five hard skills 1–5, with number 1 being your strongest. (You do not have to put a number for each hard skill, only the top five.)

Hard Skills

|  |  |
| --- | --- |
| app literate | <<Rank>> |
| arts, such as drawing | <<Rank>> |
| arts, such as music | <<Rank>> |
| computer literate | <<Rank>> |
| computer skills | <<Rank>> |
| follows directions | <<Rank>> |
| locates information | <<Rank>> |
| manages deadlines | <<Rank>> |
| mathematical skills | <<Rank>> |
| mechanical skills | <<Rank>> |
| multi-tasking abilities | <<Rank>> |
| organize processes | <<Rank>> |
| prioritize projects | <<Rank>> |
| reading comprehension | <<Rank>> |
| research skills | <<Rank>> |
| software proficiencies | <<Rank>> |
| streamline complex issues | <<Rank>> |
| technology skills | <<Rank>> |
| verbal communication | <<Rank>> |
| written communication | <<Rank>> |

5. State the hard skill you ranked the strongest (1). Why did you rank this as your strongest skill?

<<Place Answer Here>>

6. Choose one of the hard skills you did not put in your top five. Describe what you can do to improve this hard skill.

<<Place Answer Here>>

7. Conduct an Internet search for *career skills tests*. For example, the Career One Stop website offers career testing. Choose one of these skills tests. Record the URL here.

<<Place Info Here>>

8. After completing the test, take a screen capture of the results or record the results in this document. What did you find out about yourself?

<<Place Info Here>>

9. Save your Word document as *FirstnameLastname*\_Skills.docx (i.e., JohnSmith\_Skills.docx).