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Knowledge, Skills & Attributes

Here you'll look at your career history again, and use it as a springboard to assess your knowledge, skills and attributes.

It may be difficult to assess your own skills and attributes. Ask a co-worker, manager or professor to honestly evaluate you. They'll be happy to help you analyze your professional skills for self-development. Discuss the evaluation with them to get the most out of the experience.

Beside each skill or attribute assign a number between 1 and 10 to indicate your strength in that area. Allow each evaluator and yourself to assign numbers. Don't feel bad if some items were rated a "1" or "2" for an attribute you consider important for your ideal position. Instead view it as an opportunity to grow.

Personal Attributes	<i>Rate:</i>									
Confident	1	2	3	4	5	6	7	8	9	10
Flexibility	1	2	3	4	5	6	7	8	9	10
Motivated	1	2	3	4	5	6	7	8	9	10
Enthusiastic	1	2	3	4	5	6	7	8	9	10
Interpersonal Skills	1	2	3	4	5	6	7	8	9	10
Cooperative	1	2	3	4	5	6	7	8	9	10
Self-Starter	1	2	3	4	5	6	7	8	9	10
Resilient	1	2	3	4	5	6	7	8	9	10
Influential	1	2	3	4	5	6	7	8	9	10
Adaptable	1	2	3	4	5	6	7	8	9	10
Multi-Tasker	1	2	3	4	5	6	7	8	9	10
Hard Working	1	2	3	4	5	6	7	8	9	10
Empathetic	1	2	3	4	5	6	7	8	9	10
Creative	1	2	3	4	5	6	7	8	9	10
Analytical	1	2	3	4	5	6	7	8	9	10
Detail Oriented	1	2	3	4	5	6	7	8	9	10
Problem Solver	1	2	3	4	5	6	7	8	9	10
Innovative	1	2	3	4	5	6	7	8	9	10
Persuasive	1	2	3	4	5	6	7	8	9	10
Time Manager	1	2	3	4	5	6	7	8	9	10

Specialized Knowledge	<i>List:</i>									
Licenses Held										
Certifications										
College Degrees										
Technical Training										
Vocational Training										
Special Coursework										
Technical Abilities										
Communication Skills					<i>Rate:</i>					
Presentations	1	2	3	4	5	6	7	8	9	10
Persuasion	1	2	3	4	5	6	7	8	9	10
Negotiation	1	2	3	4	5	6	7	8	9	10
Letter Writing	1	2	3	4	5	6	7	8	9	10
Press Releases	1	2	3	4	5	6	7	8	9	10
Copywriting	1	2	3	4	5	6	7	8	9	10
Project Management					<i>Rate:</i>					
Delegation	1	2	3	4	5	6	7	8	9	10
Facilities Management	1	2	3	4	5	6	7	8	9	10
Creative Production	1	2	3	4	5	6	7	8	9	10
Organization	1	2	3	4	5	6	7	8	9	10
Process Mapping	1	2	3	4	5	6	7	8	9	10
Meeting Management	1	2	3	4	5	6	7	8	9	10
Project Specification	1	2	3	4	5	6	7	8	9	10
Budget	1	2	3	4	5	6	7	8	9	10
Recruiting, Selection and Contracting of Vendors	1	2	3	4	5	6	7	8	9	10
Deadline Management	1	2	3	4	5	6	7	8	9	10
Quality Assurance	1	2	3	4	5	6	7	8	9	10
Leadership/Management					<i>Yes/No:</i>					
Motivating					YES					NO
Charismatic					YES					NO
Visionary					YES					NO
Planner					YES					NO
Organized					YES					NO
Successful Recruiter					YES					NO
Delegator					YES					NO
Standard Setter					YES					NO
Strategic Thinker					YES					NO
Able to See the Big Picture					YES					NO
Financial Planner					YES					NO