

## Explore Your Skills

### Self-Assessment and Reflection

Being able to identify the skills you have and enjoy using can guide your academic and career plans. It's important to be able to articulate these skills as you develop your personal brand on your resume and in interviews.

Below are seven skill sets sought by employers across industries, identified by the National Association of Colleges and Employers. ADD additional words if not represented. *Note: The actual definition of the skill is not as important as what the word represents for you.*

Indicate with a **!** in the column those *skills you believe you have*, then put a **second !** for those *you enjoy using* (Top Skills). Put an **X** on those skills you like to use, but are not as confident in your abilities.

<b>Critical Thinking/Problem Solving:</b>			
Obtain information		Consider inventive solutions	
Interpret data		Exercise sound reasoning	
Analyze issues		Make decisions	
Think critically		Overcome problems	
<b>Oral/Written Communications:</b>			
Speak thoughts effectively		Present confidently to a group	
Write concisely and clearly		Edit proficiently	
Adjust style appropriately		Use appropriate business writing	
Negotiate		Facilitate conversation	
<b>Teamwork/Collaboration:</b>			
Build professional relationships		Respect others	
Understand personal boundaries		Listen with an open mind	
Collaborate with team members		Manage conflict	
<b>Digital Technology:</b>			
Apply technology needed for task		Adapt to changing technology	
<b>Professionalism/Work Ethic:</b>			
Manage time and workload		Accept responsibility	
Demonstrates ethical behavior		Set and meet goals	
Abide by/enforce policies		Attend to detail	
<b>Leadership:</b>			
Organize projects		Delegate responsibilities	
Motivate others		Prioritize tasks	
Coach others			
<b>Global/Intercultural Fluency:</b>			
Demonstrate openness		Exhibit cultural sensitivity	
Respect diversity		Be inclusive of others' differences	
<b>Add your own:</b>			

Now, from the skills with two checks, identify your **TOP 5** skills and record them below:

### TOP 5 Skills

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Below, write each of your **TOP 5** skills in the column on the left. Make a brief note about an area of your life where you have demonstrated this skill.

Example:

<i>Present confidently to a group</i>	<i>Summer Science research final presentation</i>
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Top Skill	Description of demonstrating this skill in a specific experience

1. Are there ways to continue to strengthen your top skills? What are those ways?

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2. Are there skills you enjoy using, but need to develop confidence in your abilities (those you indicated with an X)? Can you think of ways you can work on those?

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3. Thinking about your top skills, how do you think they could impact an academic or career direction?

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**Final Reflection:** What small action step might you take as a result of taking this assessment?

- Update my resume to showcase the above skills
- Consider an internship or campus leadership role to develop or intentionally practice my skills
- Take a course (in-person or online) to continue to learn new skills
- Research career fields I'm considering using [www.onetonline.org](http://www.onetonline.org) to see how my skills could be applied
- Attend a Coffee Chat/Afternoon Tea to hear how alumni use skills learned at Goucher in their work
- Add Your Own: \_\_\_\_\_