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# Assessing Your Skills and Strengths

Adapted from [Northeastern University’s College of Professional Studies Skills, Strengths, and Interests Self-Assessment Worksheet](http://mcda.net/wp-content/uploads/2018/11/CareerBooklet-NortheasternU-SkillsStrengthsInterests-2018.pdf)

## Instructions

Use this activity to document the skills, strengths, and interests you have acquired and demonstrated in different volunteer, academic, or professional settings. Note that the lists provided here are examples to help you brainstorm, but please also consider skills and strengths that are not on these lists.

## Communication Skills

### Examples of Communication Skills

* Blogging
* Campaigns
* Content management
* Digital media
* Editing
* Email marketing
* Feedback delivery
* Filmmaking
* Listening
* Nonverbal communication
* Phone
* Presentations
* Public Speaking
* Social Media
* Style
* Summarizing
* Team
* Verbal
* Writing

### Your Communication Skills

List a communication skill you have developed or demonstrated here.

Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this skill relevant?

If you do not have a clear career goal, do you still enjoy using this skill?

## Interpersonal Skills

### Examples of Interpersonal Skills

* Business development
* Collaboration
* Community building
* Conflict resolution
* Consultative
* Convening
* Deal-making
* Diplomacy
* Disability awareness
* Diversity awareness
* Engagement
* Managing difficult personalities
* Negotiation
* Networking
* Persuasion
* Professionalism
* Relationship management
* Shepherding

### Your Interpersonal Skills

List an interpersonal skill you have developed or demonstrated here.

Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this skill relevant?

If you do not have a clear career goal, do you still enjoy using this skill?

## Managerial Skills

### Examples of Managerial Skills

* Budget management
* Business management
* Change management
* Crisis management
* Delegation
* Directing
* Dispute resolution
* Economization
* Financial management
* Forecasting
* Goal setting
* Hiring
* Managing difficult situations
* Mediating
* Performance management
* Process management
* Product development
* Project management
* Quality control
* Recruitment
* Reporting
* Restructuring
* Staffing
* Talent management
* Team building

### Your Managerial Skills

List a managerial skill you have developed or demonstrated here.

Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this skill relevant?

If you do not have a clear career goal, do you still enjoy using this skill?

## Process Management

### Examples of Process Management Skills

* Administrative
* Analytical
* Contracting
* Creative thinking
* Decision making
* Execution
* Goal setting
* Logistics
* Operations management
* Planning
* Problem-solving
* Research
* Scheduling

### Your Process Management Skills

List a process management skill you have developed or demonstrated here.

Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this skill relevant?

If you do not have a clear career goal, do you still enjoy using this skill?

## Leadership Skills

### Examples of Leadership Skills

* Assertiveness
* Coaching
* Facilitation
* Instruction
* Mentoring
* Motivational
* Product development
* Retention
* Strategic thinking
* Teaching
* Team building
* Team manager
* Team player
* Training

### Your Leadership Skills

List a leadership skill you have developed or demonstrated here.

Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this skill relevant?

If you do not have a clear career goal, do you still enjoy using this skill?

## Specialized Area Skills

### Examples of Specialized Area Skills

* Analytics and STEM
  + Analytical
  + Auditing
  + Data analysis
  + Financial modeling
  + Quantitative
* Communications and Digital Media
  + Customer Service
  + Digital marketing
  + Human Resources
  + Photography
  + Social Media
  + Marketing
* Education and Learning
  + Accreditation
  + Program evaluation
  + Teaching
* Government and Civic Engagement
  + Foreign language
  + Policy development
  + International affairs
* Healthcare
  + Patient care
  + Risk analysis
* Leadership and Management
  + Accounting
  + Analytical
  + Regulatory Affairs
  + Compliance
  + Risk analysis

### Your Specialized Area Skills

List a specialized area skill you have developed or demonstrated here.

Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this skill relevant?

If you do not have a clear career goal, do you still enjoy using this skill?

## Self-Management Skills

### Examples of Self-Management Skills

* Goal setting
* Organization
* Prioritization
* Self-awareness
* Self-presentation
* Stress management
* Time management
* Work-life balance

### Your Self-Management Skills

List a self-management skill you have developed or demonstrated here.

Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this skill relevant?

If you do not have a clear career goal, do you still enjoy using this skill?

## Rural Community Skills

### Examples of Rural Community Skills

* Knowledge of rural barriers
* Transportation barriers
* ADA compliance issues
* Knowing how to meet individuals where they are

### Your Rural Community Skills

List a rural community skill you have developed or demonstrated here.

Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this skill relevant?

If you do not have a clear career goal, do you still enjoy using this skill?

## Accountability Strengths

Strengths related to holding yourself accountable for the completion of a task.

### Examples of Accountability Strengths

* Accountable
* Ambitious
* Committed
* Deadline-driven
* Dedicated
* Dependable
* Disciplined
* Effective
* Focused
* Goal-oriented
* Independent
* Motivated
* Ownership
* Productive
* Punctual
* Reliable
* Resourceful
* Responsible
* Results-oriented

### Your Accountability Strengths

List an accountability strength you have developed or demonstrated here.

Briefly describe how you have demonstrated this strength. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this strength relevant?

If you do not have a clear career goal, do you still enjoy using this strength?

## Communication Strengths

Strengths related to how you communicate with others.

### Examples of Communication Strengths

* Artful
* Articulate
* Authentic
* Bold
* Clear
* Concise
* Effective
* Powerful
* Strategic

### Your Communication Strengths

List a communication strength you have developed or demonstrated here.

Briefly describe how you have demonstrated this strength. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this strength relevant?

If you do not have a clear career goal, do you still enjoy using this strength?

## Intellectual Strengths

Strengths related to how you think or react to new information.

### Examples of Intellectual Strengths

* Analytical thinker
* Artistic
* Clarity
* Critical thinker
* Creative
* Curious
* Decisive
* Emotionally intelligent
* Empathetic
* Evaluative
* Innovative
* Inquiring
* Intellectual
* Intelligent
* Learner
* Open-minded
* Purposeful
* Reflective
* Thoughtful
* Trainable
* Visionary

### Your Intellectual Strengths

List an intellectual strength you have developed or demonstrated here.

Briefly describe how you have demonstrated this strength. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this strength relevant?

If you do not have a clear career goal, do you still enjoy using this strength?

## Personality Strengths

Strengths drawn from character traits.

### Examples of Personality Strengths

* Authentic
* Confident
* Eager
* Energetic
* Enthusiasm
* Genuine
* Honest
* Humorous
* Optimistic
* Patient
* Positive
* Quick-witted

### Your Personality Strengths

List a personality strength you have developed or demonstrated here.

Briefly describe how you have demonstrated this strength. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this strength relevant?

If you do not have a clear career goal, do you still enjoy using this strength?

## Precision Strengths

Strengths related to ensuring that tasks are completed accurately and with attention to detail.

### Examples of Precision Strengths

* Accurate
* Detail-oriented
* Ethical
* Exact
* Precise

### Your Precision Strengths

List a precision strength you have developed or demonstrated here.

Briefly describe how you have demonstrated this strength. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this strength relevant?

If you do not have a clear career goal, do you still enjoy using this strength?

## Relational Strengths

Strengths connected to relating with people and building relationships.

### Examples of Relational Strengths

* Caring
* Charismatic
* Comforting
* Compassionate
* Considerate
* Courteous
* Directive
* Dynamic
* Empowering
* Encouraging
* Engaging
* Friendly
* Influencer
* Inspiring
* Motivating
* People-oriented
* Relatable
* Respectful
* Supportive
* Sympathetic
* Tactful
* Tolerant

### Your Relational Strengths

List a relational strength you have developed or demonstrated here.

Briefly describe how you have demonstrated this strength. Consider the situation, the action you took, and the result.

If you have a clear career goal, is this strength relevant?

If you do not have a clear career goal, do you still enjoy using this strength?

## Situational Strengths

Strengths related to managing difficult or challenging situations.

### Examples of Situational Strengths

* Adaptable
* Competitive
* Courageous
* Determined
* Diplomatic
* Flexible
* Poised
* Resilient
* Risk-taking
* Sensitive

## Your Top Skills & Strengths

Using your notes from the previous sections, insert up to ten of your top skills and strengths that align with your interests.

In other words, which ones are you good at and/or enjoy using the most? These are the skills and strengths you should focus on cultivating and developing.

Enter the top skills or strengths you wish to develop and any notes about how you might develop them.

* **Skill/Strength #1:**
  + Notes about developing skill/strength #1:
* **Skill/Strength #2:**
  + Notes about developing skill/strength #2:
* **Skill/Strength #3:**
  + Notes about developing skill/strength #3:
* **Skill/Strength #4:**
  + Notes about developing skill/strength #4:
* **Skill/Strength #5:**
  + Notes about developing skill/strength #5:
* **Skill/Strength #6:**
  + Notes about developing skill/strength #6:
* **Skill/Strength #7:**
  + Notes about developing skill/strength #7:
* **Skill/Strength #8:**
  + Notes about developing skill/strength #8:
* **Skill/Strength #9:**
  + Notes about developing skill/strength #9:
* **Skill/Strength #10:**
  + Notes about developing skill/strength #10: