

Creative Job Search

Skills Worksheet

Your Selected Job Title:

List 20 related skills:

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Please complete this form and bring it with you to the Creative Job Search workshop on _____.

SKILLS

Clerical	Technical	Public Relations
<input type="checkbox"/> Examining <input type="checkbox"/> Evaluating <input type="checkbox"/> Filing <input type="checkbox"/> Developing methods <input type="checkbox"/> Improving <input type="checkbox"/> Recording <input type="checkbox"/> Computing <input type="checkbox"/> Recommending <input type="checkbox"/> Work as team member <input type="checkbox"/> Follow directions <input type="checkbox"/> Do routine office work <input type="checkbox"/> Basic clerical skills <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Data-entry operations <input type="checkbox"/> Telephone protocol	<input type="checkbox"/> Financing <input type="checkbox"/> Evaluating data <input type="checkbox"/> Calculating <input type="checkbox"/> Adjusting controls <input type="checkbox"/> Aligning fixtures <input type="checkbox"/> Following specifications <input type="checkbox"/> Observing indicators <input type="checkbox"/> Verifying <input type="checkbox"/> Drafting <input type="checkbox"/> Designing <input type="checkbox"/> Work in office/outdoors <input type="checkbox"/> Work in small studios <input type="checkbox"/> Odd hours <input type="checkbox"/> Economics <input type="checkbox"/> Investigation principles <input type="checkbox"/> Balancing principles	<input type="checkbox"/> Planning <input type="checkbox"/> Conducting <input type="checkbox"/> Maintaining favorable image <input type="checkbox"/> Informing the public <input type="checkbox"/> Consulting <input type="checkbox"/> Write news releases <input type="checkbox"/> Researching <input type="checkbox"/> Representing <input type="checkbox"/> Work with people <input type="checkbox"/> Work under stress <input type="checkbox"/> Work very long hours <input type="checkbox"/> Work odd hours <input type="checkbox"/> Negotiating principles <input type="checkbox"/> Media Process <input type="checkbox"/> Human relations

Mechanical	Selling	Maintenance
<input type="checkbox"/> Diagnosing malfunctions <input type="checkbox"/> Repairing engines <input type="checkbox"/> Maintaining machinery <input type="checkbox"/> Packing <input type="checkbox"/> Replacing defective parts <input type="checkbox"/> Woodworking <input type="checkbox"/> Constructing buildings <input type="checkbox"/> Hitching <input type="checkbox"/> Work outdoors <input type="checkbox"/> Work in varied climate <input type="checkbox"/> Manual work <input type="checkbox"/> Do heavy work <input type="checkbox"/> Operating basic machinery <input type="checkbox"/> Safety rules <input type="checkbox"/> Welding <input type="checkbox"/> Horticultural procedures	<input type="checkbox"/> Contacting <input type="checkbox"/> Persuading <input type="checkbox"/> Reviewing products <input type="checkbox"/> Inspecting products <input type="checkbox"/> Determining value <input type="checkbox"/> Informing buyers <input type="checkbox"/> Promoting sales <input type="checkbox"/> Work outdoors/indoors <input type="checkbox"/> Work with people <input type="checkbox"/> Work under stress <input type="checkbox"/> Work long hours <input type="checkbox"/> Knowledge of products <input type="checkbox"/> Human relations <input type="checkbox"/> Financing <input type="checkbox"/> Budgeting	<input type="checkbox"/> Repairing equipment <input type="checkbox"/> Maintaining equipment <input type="checkbox"/> Operating tools <input type="checkbox"/> Dismantling <input type="checkbox"/> Removing parts <input type="checkbox"/> Adjusting functional parts <input type="checkbox"/> Lubricating/cleaning parts <input type="checkbox"/> Purchasing/ordering parts <input type="checkbox"/> Climbing <input type="checkbox"/> Work indoors/outdoors <input type="checkbox"/> Work as a team member <input type="checkbox"/> Basic mechanics <input type="checkbox"/> Electrical principles <input type="checkbox"/> Plumbing principles

SKILLS

Manual	Computer	Helping
<input type="checkbox"/> Operating <input type="checkbox"/> Tending <input type="checkbox"/> Monitoring <input type="checkbox"/> Controlling <input type="checkbox"/> Setting up <input type="checkbox"/> Driving <input type="checkbox"/> Cutting <input type="checkbox"/> Grinding <input type="checkbox"/> Assembling <input type="checkbox"/> Moving <input type="checkbox"/> Lifting <input type="checkbox"/> Bending <input type="checkbox"/> Shipping <input type="checkbox"/> Handling <input type="checkbox"/> Do precision machine work <input type="checkbox"/> Do heavy work <input type="checkbox"/> Work on assembly line <input type="checkbox"/> Work independently <input type="checkbox"/> Knowledge of tools <input type="checkbox"/> Safety rules <input type="checkbox"/> Electronic principles	<input type="checkbox"/> Software <input type="checkbox"/> Languages <input type="checkbox"/> Systems analysis <input type="checkbox"/> Data entry <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheets <input type="checkbox"/> Programming <input type="checkbox"/> Repairing <input type="checkbox"/> Trouble shooting <input type="checkbox"/> Internet <input type="checkbox"/> Networking <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Graphics	<input type="checkbox"/> Relating <input type="checkbox"/> Counseling <input type="checkbox"/> Guiding/Leading <input type="checkbox"/> Listening <input type="checkbox"/> Coordinating <input type="checkbox"/> Adjusting <input type="checkbox"/> Servicing <input type="checkbox"/> Referring <input type="checkbox"/> Attending <input type="checkbox"/> Caring/Empathizing <input type="checkbox"/> Speaking <input type="checkbox"/> Directing <input type="checkbox"/> Perceiving <input type="checkbox"/> Work under stress <input type="checkbox"/> Respond to emergencies <input type="checkbox"/> Work under hazardous conditions <input type="checkbox"/> Work odd hours <input type="checkbox"/> Knowledge of subject <input type="checkbox"/> Human behavior principles <input type="checkbox"/> Community resources <input type="checkbox"/> Agency policies

Creative	Teaching	Detail
<input type="checkbox"/> Innovate <input type="checkbox"/> Develop <input type="checkbox"/> Create <input type="checkbox"/> Imaging <input type="checkbox"/> Design <input type="checkbox"/> Plan <input type="checkbox"/> Integrate <input type="checkbox"/> Abstract <input type="checkbox"/> Generate <input type="checkbox"/> Perceive <input type="checkbox"/> Memorize <input type="checkbox"/> Discriminate <input type="checkbox"/> Visualize <input type="checkbox"/> Fashion <input type="checkbox"/> Shape <input type="checkbox"/> Write <input type="checkbox"/> Direct <input type="checkbox"/> Imagine <input type="checkbox"/> Paint <input type="checkbox"/> Perform	<input type="checkbox"/> Influence <input type="checkbox"/> Persuade <input type="checkbox"/> Brief/Inform <input type="checkbox"/> Encourage <input type="checkbox"/> Communicate <input type="checkbox"/> Advise <input type="checkbox"/> Guide/Coach <input type="checkbox"/> Instruct/Explain <input type="checkbox"/> Enlighten <input type="checkbox"/> Stimulate <input type="checkbox"/> Adapt <input type="checkbox"/> Facilitate <input type="checkbox"/> Coordinate <input type="checkbox"/> Develop/Invent <input type="checkbox"/> Enable <input type="checkbox"/> Clarify <input type="checkbox"/> Value <input type="checkbox"/> Set Goals <input type="checkbox"/> Decide <input type="checkbox"/> Initiate	<input type="checkbox"/> Compute <input type="checkbox"/> Validate <input type="checkbox"/> Reconcile <input type="checkbox"/> Execute <input type="checkbox"/> Dispatch <input type="checkbox"/> Respond <input type="checkbox"/> Enforce <input type="checkbox"/> Meet deadlines <input type="checkbox"/> Arrange/Systemize <input type="checkbox"/> Schedule <input type="checkbox"/> Memorize <input type="checkbox"/> Collect/Compile <input type="checkbox"/> Tabulate <input type="checkbox"/> Compare <input type="checkbox"/> Inspect <input type="checkbox"/> Organize/File <input type="checkbox"/> Classify <input type="checkbox"/> Collate <input type="checkbox"/> Copy <input type="checkbox"/> Retrieve <input type="checkbox"/> Process

SKILLS

Management
<input type="checkbox"/> Developing
<input type="checkbox"/> Planning
<input type="checkbox"/> Organizing
<input type="checkbox"/> Assigning/Delegating
<input type="checkbox"/> Supervising
<input type="checkbox"/> Coordinating
<input type="checkbox"/> Recommending
<input type="checkbox"/> Evaluating
<input type="checkbox"/> Administering
<input type="checkbox"/> Hiring
<input type="checkbox"/> Firing
<input type="checkbox"/> Measuring production
<input type="checkbox"/> Setting standards
<input type="checkbox"/> Work under stress
<input type="checkbox"/> Work with people
<input type="checkbox"/> Travel frequently
<input type="checkbox"/> Work as a team member
<input type="checkbox"/> Personnel practices
<input type="checkbox"/> Time Management
<input type="checkbox"/> Negotiating strategies

Communications
<input type="checkbox"/> Influencing
<input type="checkbox"/> Persuading
<input type="checkbox"/> Directing
<input type="checkbox"/> Leading
<input type="checkbox"/> Organizing
<input type="checkbox"/> Defining
<input type="checkbox"/> Writing
<input type="checkbox"/> Listening
<input type="checkbox"/> Explaining
<input type="checkbox"/> Interpreting ideas
<input type="checkbox"/> Reading
<input type="checkbox"/> Negotiating
<input type="checkbox"/> Motivating
<input type="checkbox"/> Handle precise work
<input type="checkbox"/> Public speaking
<input type="checkbox"/> Work with committees
<input type="checkbox"/> Correct English usage
<input type="checkbox"/> Subject knowledge
<input type="checkbox"/> Operating communication systems
<input type="checkbox"/> Good sense of timing

Research
<input type="checkbox"/> Recognizing problems
<input type="checkbox"/> Interviewing
<input type="checkbox"/> Developing questions
<input type="checkbox"/> Synthesizing
<input type="checkbox"/> Clarifying
<input type="checkbox"/> Surveying
<input type="checkbox"/> Diagnosing
<input type="checkbox"/> Investigating
<input type="checkbox"/> Inspecting
<input type="checkbox"/> Collecting data
<input type="checkbox"/> Examining/Analyzing
<input type="checkbox"/> Extrapolating
<input type="checkbox"/> Reviewing
<input type="checkbox"/> Isolating
<input type="checkbox"/> Deciding
<input type="checkbox"/> Establishes own parameters
<input type="checkbox"/> Work very long hours
<input type="checkbox"/> Work on long term projects
<input type="checkbox"/> Statistics
<input type="checkbox"/> Algebra
<input type="checkbox"/> Research design
<input type="checkbox"/> Computer programs

Financial
<input type="checkbox"/> Calculating
<input type="checkbox"/> Projecting
<input type="checkbox"/> Budgeting
<input type="checkbox"/> Computing
<input type="checkbox"/> Planning
<input type="checkbox"/> Managing
<input type="checkbox"/> Recognizing problems
<input type="checkbox"/> Solving problems
<input type="checkbox"/> Keeping books
<input type="checkbox"/> Accounting
<input type="checkbox"/> Auditing
<input type="checkbox"/> Appraising
<input type="checkbox"/> Recording
<input type="checkbox"/> Able to concentrate
<input type="checkbox"/> Handle detail work
<input type="checkbox"/> Work under stress
<input type="checkbox"/> Orderly thinking
<input type="checkbox"/> Accounting procedures
<input type="checkbox"/> Data processing
<input type="checkbox"/> Operating business machines
<input type="checkbox"/> Financial concepts
<input type="checkbox"/> Investment principles