


# Skills Fit

 Following are skills needed for success in many kinds of work. Go through the list and check the importance of each skill for your career goals on the left. Then rate your skill level for each ability as (1) a major strength, (2) a minor strength, (3) an area needing improvement, or (4) a weakness on the right.

Importance High Low	Socializing with Others				Major Strength	Minor Strength	Improvement	Weakness
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>				
	<input type="checkbox"/> <input type="checkbox"/>	<b>Congeniality:</b> relate easily in situations that are primarily social in nature (parties, receptions)	1	2	3	4		
	<input type="checkbox"/> <input type="checkbox"/>	<b>Public relations:</b> relate with people who come for information, service, or help	1	2	3	4		
	<input type="checkbox"/> <input type="checkbox"/>	<b>Tastefulness:</b> dress presentably and appropriately for a variety of situations or occasions	1	2	3	4		
	<input type="checkbox"/> <input type="checkbox"/>	<b>Handling criticism or disagreement:</b> able to cope with negative reactions	1	2	3	4		

## Communicating with Others

<input type="checkbox"/> <input type="checkbox"/>	<b>Talking:</b> relate easily with people in ordinary conversational settings	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Writing:</b> express myself well in written forms of communication	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Compromising:</b> able to bargain or discuss to reach agreement through negotiation	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Persuading:</b> able to convince others to believe something that I believe to be true	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Selling:</b> able to convince others to buy a product that I am selling	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Public speaking:</b> able to deliver a talk or address to an audience	1	2	3	4

## Directing and Helping Others

<input type="checkbox"/> <input type="checkbox"/>	<b>Supervising:</b> able to oversee, manage, or direct work of others	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Teaching:</b> able to help others learn something; able to provide knowledge or insight	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Counseling:</b> able to engage in a direct helping relationship with another individual	1	2	3	4

## Organizing Others

<input type="checkbox"/> <input type="checkbox"/>	<b>Organizing and planning:</b> able to plan a project by preparing and arranging tasks and coordinating people and resources	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Orderliness:</b> able to arrange items in a systematic way so they can be used or retrieved easily	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Following through on details:</b> able to work with a variety or volume of information without losing track of any items; comfortable with small informational tasks that are part of the larger project responsibility	1	2	3	4
<input type="checkbox"/> <input type="checkbox"/>	<b>Making Decisions:</b> comfortable in making judgments or reaching conclusions about matters that require specific action; able to accept responsibility for the consequences of such actions	1	2	3	4