

• Student Skills Inventory •

Name: _____ Campus Mail Box #: _____

College Major: _____ Expected Graduation Date: _____

Step 1:

Please rate your skills; remember to include skills used in club, volunteer, family, sports and school activities, as well as skills used in employment activities:

- 1 = Some knowledge, limited exposure, education or training
- 2 = Basic skills; have performed these activities
- 3 = Intermediate skills; regularly and comfortably performed these activities
- 4 = Advanced skills; have worked independently while performing these activities
- 5 = Excellent skills in these activities; have extensive experience

Technical Skills

- ___ Audio/Video or Photo
- ___ Carpentry
- ___ Cleaning
- ___ Computer Skills
- ___ Equipment Maint.
- ___ First Aid/EMT
- ___ Food Preparation
- ___ Gardening/Landscape
- ___ Hand Tool Use
- ___ Lab Skills
- ___ Manual Labor
- ___ Outdoor Living Skills
- ___ Plant/Animal I.D.
- ___ Power Tool Use

Communication Skills

- ___ Conflict Resolution
- ___ Motivating
- ___ Negotiating
- ___ People Skills
- ___ Phone Skills
- ___ Presentation Skills
- ___ Programming Skills
- ___ Promotion/Marketing
- ___ Researching
- ___ Teaching
- ___ Team Building
- ___ Writing

Management Skills

- ___ Budgeting Skills
- ___ Coaching
- ___ Data Collect/Managmnt
- ___ Delegating
- ___ Evaluating
- ___ Money Handling
- ___ Monitoring
- ___ Office Procedure
- ___ Planning
- ___ Purchasing
- ___ Risk Management
- ___ Supervising

Personal Traits

- ___ Attention to Detail
- ___ Cooperation
- ___ Creative Thinking
- ___ Initiative
- ___ Judgment
- ___ Leadership
- ___ Neatness
- ___ Organized
- ___ Positive Attitude
- ___ Reliability
- ___ Responsibility

Step 2:

Please review the above list and circle five skills you would like to learn or be involved with.

Step 3:

What type of job do you want next summer? When you graduate from college? What skills do you feel will be useful for those positions? _____
