

# INTERESTS, ABILITIES AND SKILLS

Dear prospective employee

I have had a number of phone calls during which I realized that the people phoning me were not basing their decision about their careers on their interests, abilities and skills. Identifying your own interests, abilities and skills is a crucial step to do before you embark on your job search.

So what is an interest, an ability or a skill?

An **interest** is something you like or prefer to do.

An **ability** is a talent you have.

A **skill** is something you have learned to do.

I have also realized that although the manual referred to below has a link on the website it probably is too much for someone to absorb so I'm breaking it down into manageable chunks for ease of reading. The checklist I have taken from the manual might give you some idea about other interests, abilities and skills you might have but have not thought about. Filling this in might be quite helpful for you.

## SELF ASSESSMENT CHECKLIST - INTEREST, ABILITIES AND SKILLS

Taken from: ILO. A Trainer's Manual for Conducting a Workshop for Job-Seekers with Disabilities

**Instructions: Read the following list of personal work characteristics and skills and score yourself on each item using the following scale:**

1 - weak 2 - some skill 3 - average 4 - good 5 - very good

Skill	Score
<b>Interpersonal</b>	
Getting along with people	
Listening	
Being sympathetic	
Having sensitivity to others	
Understanding other people's feelings, situations	
Helping others	

Accepting others	
Cooperating with others	
Providing good customer service	
Entertaining	
<b>Motivational</b>	
Motivating individuals and groups	
Raising funds	
Persuading	
Building teams	
Selling (things and ideas)	
Settling disputes	
Encouraging others	
Promoting others	
<b>Verbal/written communication</b>	
Expressing ideas	
Communicating clearly	
Reporting information	
Speaking clearly	
Writing clearly	
Articulating ideas clearly	
Defining	
Editing	
Translating	
Speaking a foreign language	

<b>Skill</b>	<b>Score</b>
<b>Teaching &amp; Counseling</b>	
Explain concepts	
Give advice	
Inspiring others	
Demonstrating	
Training	
Instructing	
Encouraging, coaching	
Leading groups	
<b>Leadership</b>	
Motivating others	
Self-starting	
Working without supervision	
Trying new things	
Acting quickly in emergencies	
Running effective meetings	

Identifying and solving problems	
Adapting to new situations	
Accepting responsibility	
Making decisions	
Coordinating activities	
Delegating responsibility	
Managing conflict	
<b>Physical</b>	
Demonstrating athletic ability	
Demonstrating strength	
Enduring physical activity	
Displaying good coordination	
Moving quickly and with agility	
Driving a vehicle	

<b>Skill</b>	<b>Score</b>
<b>Creative and visionary</b>	
Having insight	
Developing new ideas	
Judging	
Thinking originally	
Showing foresight	
Displaying creativity	
Imagining	
<b>Learning</b>	
Noticing and observing accurately	
Synthesizing	
Remembering things	
Reading and writing	
Questioning and evaluating	
<b>Detail and completion</b>	
Meeting deadlines	
Editing	
Memorizing information	
Persisting with tasks	
Organizing work	
Proof reading	
Entering data	
Following complex instructions	
Typing	
Working under pressure	

Keeping records	
<b>Numbers</b>	
Counting and computing	
Using statistics	
Managing money	
Performing accounting and book keeping tasks	
Creating and using budgets	
Estimating and appraising	
<b>Hands-on</b>	
Carpentry	
Using tools	
Constructing	
Preparing	
Cooking	
Gardening	
Sewing	
Repairing	

<b>Skill</b>	<b>Score</b>
<b>Administrative</b>	
Filing	
Typing	
Setting and meeting goals	
Being punctual	
Planning	
Setting priorities	
Follow through	
Managing time	
Meeting goals	
Organizing (self and others)	
Accepting responsibility	
<b>Analysis and research</b>	
Gathering information	
Synthesizing	
Analyzing	
Categorizing	
Evaluating	
Making decisions	
Drawing conclusions	
Researching	
Imagining alternatives	

Solving problems	
Extracting important information	
<b>Presenting</b>	
Speaking in public	
Performing (singing, dancing, acting, playing instruments, etc)	
Making presentations	
Helping others enjoy themselves	
Being enthusiastic	
<b>Artistic</b>	
Creating	
Designing	
Making music	
Photographing	
Visualizing ideas	
Performing, acting	
Designing web pages	
Drawing, painting	

Now that you have completed the checklist based on your interests, abilities and skills, what are the possible employment opportunities that you can think of?

Once you have identified your interests, abilities and skills you might have a better idea of what jobs you should look for in terms of a career pathway.

Kind regards

Archie