

Self-Assessment: Skills

Identifying your skills is an important part of the career exploration process. Knowing what skills you possess, enjoy, and excel at can help you find occupations that align with your strengths. Self-assessment can help you discern what skills you may need to develop in order to succeed in a given field. Additionally, being able to articulate your skills is required for the application process, from developing your materials to interviewing.

IDENTIFYING YOUR SKILLS

The following approach will help you translate your experiences into skills.

- List all activities you've been involved in—both academic and nonacademic.
- For a chosen activity, consider the associated tasks. Be thorough!
- Consider and list the skills required to accomplish these tasks.

Complete this activity for at least three experiences. You should include activities related to your teaching and research as well as service and extracurricular activities.

SAMPLE

Activity: Served as a TA

Tasks

- Planned and organized lessons
- Established reserve materials
- Met with and advised students on their progress
- Maintained grades in electronic gradebook

Skills

- Able to clearly organize materials for others
- Read and understand large quantities of material quickly
- Clear communication skills, both verbal and written
- Ask questions to probe for understanding
- Provide tailored instruction based on students' needs in classroom and small group settings
- Keep detailed and accurate records

NEXT STEPS

Read over the lists of skills you have developed. Are there any gaps? Make sure you have included technical skills specific to your field as well as skills that are transferable to other areas.

Start brainstorming career options that utilize your skills. Use career exploration resources to learn about what skills are required for different professions. Are there particular skills that you would like to use frequently? Are there others that you would like to use less often?

