

SKILLS INVENTORY

Use this checklist to highlight the skills you possess. Feel free to add your own skills not on the list at the bottom. Once you have identified the skills, review the list and note any clusters of skills.

For each item, think of a real example of how you used it successfully. Then identify the skills you enjoy using. These are your strengths and they are important to use when defining who you are and what makes you special. Finally, turn the page over and use the chart to expand on your top five skills and strengths.

Hands-on and physical

- ☐ Coordination
- ☐ Outdoor skills
- ☐ Athleticism
- ☐ Strength
- ☐ Stamina and endurance
- ☐ Agility
- ☐ Constructing and building
- ☐ Handling materials with care
- ☐ Cooking
- ☐ Installing
- ☐ Operating tools and machinery
- ☐ Producing
- ☐ Repairing and restoring
- ☐ Gardening
- ☐ Designing

Communication

- ☐ Clear speaking communication

- ☐ Clear business writing communication
- ☐ Clear creative writing communication
- ☐ Persuading
- ☐ Defining terms for audiences
- ☐ Editing
- ☐ Interviewing
- ☐ Summarizing
- ☐ Public speaking for large groups
- ☐ Reading for meaning
- ☐ Reading for summarizing
- ☐ Language proficiencies
- ☐ Follow-through
- ☐ Attention to detail

Leadership and influencing skills

- ☐ Relating well with others

- ☐ Building teams and alliances
- ☐ Negotiating agreements
- ☐ Settling disagreements
- ☐ Competition
- ☐ Selling and promoting ideas
- ☐ Managing yourself
- ☐ Organization
- ☐ Setting priorities
- ☐ Identifying direction
- ☐ Working without supervision or independently
- ☐ Accepting responsibility
- ☐ Delegating
- ☐ Monitoring progress
- ☐ Managing meetings and conferences
- ☐ Identifying problems and solutions
- ☐ Managing up and down an organization

- ## Interpersonal

- ☐ Problem-solving
- ☐ Empathetic
- ☐ Helpful
- ☐ Accepting and open-minded
- ☐ Ability to form good rapport
- ☐ Mediating conflicts
- ☐ Handling problems and complaints
- ☐ Providing service
- ☐ Flexibility
- ☐ Prioritizing commitments

Learning and adapting

- ☐ Observation
- ☐ Synthesizing information
- ☐ Analyzing and assessing data or information
- ☐ Extrapolating to other situations
- ☐ Retaining facts and details
- ☐ Learning by doing
- ☐ Learning by reading
- ☐ Learning by listening
- ☐ Learning by processes in the moment

Artistic and innovation

- ☐ Symbolic and conceptual thinking
- ☐ Creating and shaping ideas
- ☐ Imagining
- ☐ Performing
- ☐ Interrelating themes
- ☐ Improvising
- ☐ Developing new approaches
- ☐ Demonstrating foresight
- ☐ Experimenting
- ☐ Adapting ideas
- ☐ Tolerating lack of structure

Technological and financial

- ☐ Mathematics
- ☐ Using statistics
- ☐ Identifying trends
- ☐ Accounting
- ☐ Forecasting
- ☐ Estimating
- ☐ Financial planning
- ☐ Budgeting

Other skills I possess

- □ □ □ □ □

Top 5 skills and strengths	Describe an experience in which you demonstrated your expertise in this skill or strength	How did you gain this skill or strength?
Example: Collaboration	I worked in a team of three interns to research insulin-administration techniques in people with diabetes during an internship at OHSU last summer.	<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
1.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
2.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
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4.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
5.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement

5 skills to improve	List opportunities for development
Example: Organization	I can develop my organization skills by seeking opportunities that involve coordinating tasks on a team to maximize efficiency.
1.	
2.	
3.	
4.	
5.	