

Database of Skills, Characteristics and Values

Directions:

Take a moment to go through this list of skills, characteristics and values. Highlight the ones that describe you. Select your top three from all categories and list them together. Write a brief personal mission statement using those selections.

Skills

Things you can do. Things you know.

1. Body Skills
2. Communication Skills
3. Creative/Artistic Skills
4. Follow Through Skills
5. Human Relations Skills
6. Leadership Skills
7. Manual and Mechanical Skills
8. Numeracy Skills
9. Self-Management Skills
10. Working With Information Skills
11. Other (computer literacy skills)

1. Body Skills

body coordination
finger dexterity
hand-eye coordination
speed, strength or agility

You are very well coordinated in your body movement.
You are able to move your fingers fluidly and precisely.
You have very good hand-eye coordination.
You are faster, stronger or more agile than average.

2. Communication Skills

personal communication
editing
second language
interpreting
listening
negotiation
presentation
public relations
public speaking
reading
sales
summarizing
talking
teaching
translation

You are able to discuss issues, problems and other matters with colleagues.
You can arrange and revise information to convey the appropriate message.
You are able to communicate effectively in a second language.
You are able to interpret messages and identify hidden meanings.
You can listen to and understand what others say.
You are able to discuss, debate and resolve issues with others.
You have the ability to present ideas, concepts and projects to others.
You can create and sustain a favorable public image.
You can speak comfortably and convey information in front of a group.
You have an excellent ability to read and comprehend information.
You can convince people to buy a product or service you represent.
You can construct succinct summaries of complex and expansive information.
You are very smooth and articulate in your verbal expression.
You are able to help people learn new things.
You are able to translate different languages.

creative writing	You can use your creativity and insights to produce written material.
technical writing	You can produce factual, informative, and accurate written material.
advocacy	You can communicate support and make recommendations for a cause.

3. Creative/Artistic Skills

arranging	You can arrange objects or ideas in an attractive manner.
brainstorming	You can freely and creatively generate new ideas and/or options.
creating	You can create new concepts, ideas or objects.
cooking	You are able to prepare food and create recipes.
designing	You are able to creatively design new images, concepts or processes.
developing	You are able to take ideas/concepts and make them better.
devising	You are able to create plans and/or devices.
improvisation	You can come up with something appropriate without preparation.
invention	You can think up or produce new devices or processes.
music	You have the ability to perform or incorporate music into your work.
performance	You are able to do a theatrical, artistic or musical presentation.
production	You can make or manufacture something.
prediction	You can accurately estimate or foretell coming events.
visualization	You can visualize or imagine past, present or future events and objects.

4. Follow Through Skills

attention to detail	You have the ability to attend to little things to ensure a job well done
completion	You can complete routine assignments efficiently.
following instructions	You can follow someone else's instructions in carrying out a task.
implementation	You can execute plans and ensure tasks are carried out.

5. Human Relations Skills

diagnostic	You can decide on the nature of a person's situation by examination and analysis.
enforcement	You are able to uphold the observance of law and rules.
cooperation	You are able to work effectively with others towards a common goal.
counseling	You are able to help others resolve personal problems.
diplomacy	You are able to be tactful in dealing with people.
healing/treating	You are able to help others become well or healthy again.
social	You are able to interact comfortably with both colleagues and strangers
relationship building	You are able to make contacts and build mutually beneficial relationships.
conflict resolution	You are able to help groups resolve conflicts/disagreements.

6. Leadership Skills

advising	You are able to give others useful advice and guidance.
task coordination	You can make several processes work smoothly together.
facilitation	You are able to make seemingly complex tasks much easier.
initiation	You are able to take the first step or move and originate new ideas or methods.
judgment	You are able to make important decisions based on core values and integrity.
leadership	You have the ability to direct people and operations.
motivation	You are able to inspire others to take action.
planning	You can devise schemes for making, doing or arranging things.

supervision	You are able to manage employees effectively.
team building	You are able to build efficient teams of people and facilitate their effectiveness.
change management	You are able to manage changes in work conditions, staffing, etc.

7. Manual and Mechanical Skills

assembly	You are able to put objects together.
construction	You are able to build or modify structures.
cultivation	You have the ability to grow plants in a lab or outdoors.
mechanical/technical operation	You are able to fix, produce and/or design mechanical or technical products.
repair	You have the ability to operate mechanical equipment, machinery or tools.
typing/word processing	You can fix or service mechanical products.
	You have the ability to type written and dictated material.

8. Numeracy Skills

accounting	You have the ability to deal with complex financial matters.
budgeting	You are able to develop financial budgets.
calculation	You have the ability to do accurate arithmetic and mathematical computations.
inventory management	You can count and tabulate retail/wholesale inventory.

9. Self-Management Skills

decision-making	You have the ability to make your own decisions efficiently and effectively.
organization	You can effectively organize yourself, other people and information.
stress management	You have developed strategies to relieve work-related stress.
time management	You have the ability to schedule and manage many projects at once.
prioritizing	You are able to decide on the relative importance of tasks.

10. Working With Information Skills

assessment	You make accurate judgments based on what you observe or are given.
conceptual thinking	You are able to conceive of objects and ideas without seeing them on paper
critical analysis	You can analyze information for pros and cons, and generate new options.
data analysis	You can gather, understand and re-apply information.
evaluation	You are able to judge the worth of information or effort.
management	You can handle many tasks and control the flow of information or materials.
memorization	You have the ability to remember large quantities of information.
multi-tasking	You have the ability to prioritize and coordinate multiple tasks at one time.
observation	You are able to notice certain facets of situations and objects.
problem solving	You are able to solve technical, conceptual, or customer service problems
research	You have the ability to conduct scientific research studies.

11. Other Skills

computer	You can operate computer hardware and software competently.
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map reading	You are able to read maps and identify important geological features.
engineering modeling	You can use computer models to determine the proper design of structures or mechanical systems.
marketing	You are able to market and sell products.
programming	You are skilled in computer programming/systems analysis.

Characteristics

Words that describe you

1. General Orientation
2. Challenge Orientation
3. Communication Orientation
4. Creative/Artistic Orientation
5. Emotional Orientation
6. Freedom/Flexibility Orientation
7. Physical Orientation
8. Personal Orientation
9. Social Orientation
10. Self-Management Orientation
11. Working With Information Orientation
12. Task Orientation
13. Other

1. General Orientation

open-minded	You are open to new ideas and attitudes.
optimistic	You look for the positive aspects of situations.
patient	You take the time to wait for things or to communicate effectively with others.
positive	You have a confident and optimistic approach to life.
progressive	You favor improvement, reform and progress towards something better.
willing to learn	You are open and eager to learn new skills and knowledge in many areas.

2. Challenge Orientation

adventurous	You like to take on new experiences and new challenges.
ambitious	You set high goals and standards and intend to attain them.
courageous	You are willing to face challenging and risky situations .
curious	You are attracted to anything new or different .
enterprising	You are ready to try new, important, difficult and challenging projects.
thought provoking	You like to stir people's thoughts and motivate their desire to learn.

3. Communication Orientation

articulate	You have a way of expressing yourself clearly and succinctly in conversation.
assertive	You consistently stand up for yourself and your rights.

<p>persuasive polished tactful</p>	<p>You are able to get other people to agree with your point of view. You are consistently prepared, knowledgeable and well-spoken. You are respectful, careful and diplomatic in interactions with others.</p>
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4. Creative/Artistic Orientation

<p>innovative entertaining visionary clever</p>	<p>You like coming up with novel, artistic and creative approaches. You like to create environments that captivate and stimulate others. You like to develop new ideas that deal with new technologies and services. You like to find ingenious solutions to problems.</p>
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5. Emotional Orientation

<p>calm cheerful energetic enthusiastic emotionally expressive</p>	<p>You have an even, peaceful disposition. You are generally a happy, bright and attractive person. You consistently have a lot of energy to expend. You approach work-related activities with energy and eagerness. You convey ideas with a variety of emotions.</p>
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6. Freedom/Flexibility Orientation

<p>adaptable entrepreneurial flexible spontaneous tolerant of uncertainty versatile</p>	<p>You prefer changing environments and responsibilities. You'd like to be your own boss and take responsibility for your own future. You respond easily and readily to changes and demands placed upon you. You like to react freely to situations. You are able to be productive even when many important factors are unclear. You are able to do many things well.</p>
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7. Physical Orientation

<p>athletic physical sports-minded</p>	<p>You like roles that allow you to be actively involved in sports and physical activity. You want to be physically active when you work. You like people and situations that deal with the topics of fitness and athletics.</p>
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8. Personal Orientation

<p>cautious independent introspective introverted intuitive loyal modest perceptive</p>	<p>You emphasize safety and rarely take chances You like to have the freedom to make your own decisions. You are inclined to examine your own thoughts and feelings. You like to spend time and work alone or one-on-one. You make decisions based on what feels right to you. You are faithful to people or ideals you have chosen. You are humble and do not call attention to yourself or your accomplishments. You have good insight and comprehension.</p>
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9. Social Orientation

caring	You enjoy taking care of, and being emotionally close to others.
extroverted	You are sociable and out-going; enjoy being the focus of people's attention.
fair	You like to ensure no one takes advantage of another person or situation
frank	You are not afraid to express your own thoughts, opinions and feelings.
friendly	You treat others with kindness and are sociable, likable and make friends easily.
generous	You are unselfish and willing to share with others
service-oriented	You want to be there for others through social action, customer service, etc.
honest	You are fair and honest with others.
humorous	You like to make people laugh and feel at ease.
compassionate	You are sympathetic and understanding of others.
competitive	You are motivated when going head to head against others.
nurturing	You would like to work in an environment that lets you help others to grow and develop.
people-oriented	You would like to help people and/or make a personal connection with them.
sensitive	You are attuned to others' feelings and are willing to listen to their concerns.
team-oriented	You like to work cooperatively with other people.
respectful	You are willing to accept and respect others' opinions, beliefs and actions.
understanding	You empathize with other people's feelings and life circumstances.

10. Self-Management Orientation

cleanly	You are a neat and tidy person.
competent	You do acceptable and sufficient work.
confident	You are sure of yourself and your abilities.
consistent	You can be counted on to deliver reliable and accurate work all of the time.
conscientious	You are careful to do things correctly and precisely.
decisive	You are able to make crucial decisions when time is limited.
dependable	You can be relied upon to do your work.
determined	You are resolved to carry out decisions or plans..
disciplined	You are able to follow a routine and do what needs to be done
easy-going	You are quite relaxed and can take things in stride.
efficient	You make good use of your time and complete tasks as quickly as possible.
punctual	You like to be on time and are able to get things done on time.
responsible	You can be counted on to work independently and to supervise others.
self-motivated	You set your own standards and get your work done without supervision.
self-reliant	You rely on your own acts and abilities.

11. Working With Information Orientation

accurate	You pay attention to detail and you get things done right the first time.
analytical	You take what you hear, see or read and generate new ideas
investigative	You like to research and track down information.
resourceful	You are able to find and/or access the information or people required.

12. Task Orientation

focused	You are able to concentrate fully on the task at hand.
forceful	You do things in a vigorous and effective manner.
goal-oriented	You like to have a vision in place and then work toward making it happen.

hard-working	You put an honest and consistent effort into any work activity you take on.
logical	You think things through and follow a structured path to solutions
perfectionist	You are not content with anything that is not perfect or nearly perfect.
persevering/persistent	You are prepared to complete a job, even when there's no end in sight.
practical	You like to work with things/ideas that will be useful on a daily basis.
meticulous	You are extremely careful about small details
thorough	You ensure that your work has "covered all the bases".
task oriented	You like work which involves measurable steps toward completion.
committed	You dedicate yourself to certain goals, values, practices and principles.
serious	You take important tasks and matters seriously.
dead-line oriented	You like the pressure and structure of working to meet deadlines.

13. Other

animal oriented	You want to tend or care for animals.
business oriented	You like marketing products/services and/or maximizing efficiency and profit.
profit oriented	You want to make money, both for yourself and for others
technology oriented	You are fascinated by computers, software and other forms of technology

Values and Beliefs

Things that you value or believe are important.

1. Achievement/Recognition
2. Aesthetic Considerations
3. Challenging Opportunities
4. Family/Relationships
5. Health
6. Income
7. Independence
8. Morality/Ethics
9. Pleasure/Enjoyment
10. Power
11. Security
12. Self-Development
13. Service to Others
14. Social
15. Other

1. Achievement/Recognition

Accomplishment	It is important to have the sense that you have done well.
Advancement	You value having the opportunity to get ahead.
Expertise	It is important to be known as an expert in your field.
Prestige	You believe it is important to become well known and respected.
Recognition	You value being admired, appreciated and rewarded for what you do.

Risk-taking	It is important to do things that involve some level of risk or uncertainty
Self-Esteem	It is important to be recognized your achievements or to help others build self-worth
Making a difference	You are committed to doing something that makes a difference in the world.

2. Aesthetic Considerations

Aesthetics	You care about beauty and harmony
Physical expression	It is important to express your creativity through body language and actions.
Quality	You strive o provide high quality service or work.
Tradition	You believe in maintaining customs and history.
Vision	You feel it is important to see the broad picture/issues and opportunities.

3. Challenging Opportunities

Challenge	It is important to have opportunities to go beyond your usual capabilities.
Change	You believe it is important to be faced with new ideas or people on a regular basis.
Competition	It is important to have the opportunity to compete against others.
Creativity	It is important to have the opportunity to develop new ideas, things, or strategies.
Discovery	You value an environment that is open to new approaches and to uncovering solutions.
Diversity	You value a variety of new people, experiences, challenges and places
Intellectual	You value work that stimulates your mental capabilities.
Variety	It is important to have your schedules, duties and experiences change frequently.
Progress	You believe in striving for continual improvement.

4. Family/Personal Relationships

Family	You strive for ways to spend quality time with your family, and support other people to enhance their family connections.
Intimacy	You believe in taking the time to develop and nurture close personal relationships.
Love	You are committed to developing deep and loving relationships.

5. Health: Physical and Mental

Health	Being healthy and helping others get healthy is important for you.
Outdoors	You value working outside, away from office routines.

6. Income

Economic Comfort	It is important to have the money to lead the kind of lifestyle you choose.
Wealth	You believe it is important to earn a substantial amount of money.

7. Independence

Flexibility	It is important to be able to set your own work schedule.
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Freedom	You believe you should be able to decide on the nature and timing of your work.
Independence	It is important to be able to do things the way you want to do them without getting permission from others.
Individual rights	You believe people have the right to be protected, served and cared for.
Self-determination	It is important to be able to set your own goals and work toward their completion.
Working alone	You value working on your own and having little contact with others.

8. Morality

Environment	You are committed to environmentally sound practices.
Equality	Everyone should have equal opportunities to do well with their lives.
Honesty	You value truth and expect others to be truthful.
Integrity	You are committed to working in a way that is consistent with your values, even if it brings you conflict.
Justice	You value what is fair and right for everyone.
Trust	You believe in the honesty, truth and justice of people.
Accountability	You believe that people should be responsible for their actions or their work.
Wildlife	You are committed to protecting wildlife and natural habitats

9. Pleasure/Enjoyment

Pleasure/Fun	It is important to enjoy your work and to have time for fun activities.
Life balance	You strive to maintain a balance between your different life roles.

10. Power

Authority	It is important to have the authority to make and follow through on decisions.
Power	You feel it is important to be in a position of influence.

11. Security

Routine	It is important to have similar tasks, duties, and schedules each day.
Security	It is important to know that your work and your income will always be there.

12. Self-Development

Knowledge	You feel it is important to be well educated and know a lot about the world.
Learning	You believe in having opportunities to learn new things and/or to educate others
Manual work	Working with your hands, machines or tools is important to you.
Passion	You are committed to following what you value and find meaningful.
Self-development	You continually strive to improve, grow, and evolve as a person.
Self-expression	It is important to express yourself through performance or creativity.

13. Service to Others

Altruism	You believe it is important to help others.
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Life	You are committed to helping save lives.
Culture	You appreciate and contribute to the sense of identity of your own community.
Social responsibility	You believe you have a responsibility to improve society.
Customer service	You strive to serve your customers well.

14. Social

Children	You feel that is important to work with, or close to, children
Community	It is important to be involved in a community.
Contact with people	You feel it is important to have a lot of contact with people
Team work	You value opportunities to work collectively with other people.
Win/win relationships	You value reciprocity and mutual success in relationships.
Openness	It is important to be frank, open and honest with people.
Acceptance	It is important to accept and value others for what they offer.
Leadership	You believe it is important to have strong leadership.

15. Other

Completion	It is important to achieve closure, a definite end point or a specific result.
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