

Skills, Abilities, and Interests Worksheet



"Find a job you love and you'll never work another day in your life."
- Zig Ziglar, author and legendary motivational speaker

This worksheet is intended to help you gain awareness of your skills, capabilities, interests, experiences, knowledge, and values to aid in understanding your purpose and most suitable work roles.

Completed by: _____



Skills, Abilities and Interests Worksheet

In finding your purpose, consider your skills, capabilities, interests, knowledge, values, preferences, experiences, and passions. Think about how you express and act on who you are. Understand what makes you excited versus frustrated. Seek out who you are and what you aspire to do or become.

A. In what areas do you have the most skills, experience? In what fields of work, play, community service, or other areas have you spent the most time? List skills - not roles, e.g. "persuasion" vs. "sales"

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

B. In what areas do you have the most innate talent, natural ability? In what area have others repeatedly said you were a *natural*? What did you excel in during your adolescent years? In what areas do you feel you have strong ability, e.g. writing, speaking, listening, simplifying complexity, singing, painting, etc.?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

C. In what areas do you have the most fun, interest, and passion? What types of work and environments put you in the best mood? What would you do if you could start over? What would you do without pay if money was no object? In what activities does time go by very fast? What has always fascinated you – work or play? What have you had the most fun doing? Most satisfying? In what areas are you most concerned? Any regrets to prevent? What do you really aspire to do in your life?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

D. In what areas do you have the most knowledge? What do you read about the most? In what areas do you have the most education and training?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____



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E. What assets do you own or have access to that you might leverage? What physical assets might you leverage – tools, equipment, facilities? What intellectual property do you own that could be monetized?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

F. Who do you know that would help you? Who in your network thinks so highly of you that they would assist you in some significant way? Who would provide you with funding? Who would provide enabling resources? Who would offer you valuable new opportunities?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

G. What are your major accomplishments? In what areas have you received awards or are most proud of? Your biggest wins? Large programs that you have managed or in which you played a substantive role?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

H. What have been your most influential life experiences? What life changing experiences have you encountered that you might leverage in some way? Experiences growing up, with your teachers, or coaches? Key events or experiences with your friends, clients, managers, foes, or co-workers?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

I. What are your most significant professional dislikes? What do you most resent doing and hope to avoid? Have the most fear of? Consider your weaknesses? Been the source of most of your conflict? Caused job losses?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____



Skills, Abilities and Interests Worksheet

J. What has caused your most significant disappointments? List any skills, values, behaviors or abilities you have demonstrated or lacked that were at the source of your most significant disappointments.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

K. What bores you? List the activities you least look forward to. What tasks do you consider a chore and prefer to avoid whenever possible?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

L. What are your personal values? What are the beliefs, standards, morals, ideals and principles by which you aspire to live and have in your work environment? Consider what grieves you the most or what's most worth fighting for.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

M. What makes your personal stakeholders happy? What are the activities, places, people, situations and circumstances that best meet the needs of those you most respect, love, and live with?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

N. What are your primary goals? What are your primary professional and personal aspirations?

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____



Skills, Abilities and Interests Worksheet

O. In what areas do you most need to develop to reach your goals? What are your developmental objectives and needs? Where do you most need to improve in order to be successful? What do you need to do or learn in order to reach your objectives?

- | | | |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Circle your primary values, skills, interests, capabilities, domains of knowledge, and accomplishments you listed. These are areas to leverage, pursue, develop and explore. Circle the areas that you most need to develop in order to reach your goals. Reflect on your life experiences and where they might be leading you, or where they might be of value to others. Your experiences – good and bad - are sources of motivation and lessons learned to be shared with others.

Circle your primary disappointments, weaknesses, and dislikes. These are areas you may want to avoid, but consider they too offer significant learning lessons and value to others. Review your findings with others to obtain their insights and validate your thinking. Capture the desires of your personal stakeholders. Reflect on what you have come up with. Is there a common theme? Do they point to an overriding purpose?

Career objectives:

What position or level of responsibility do you aspire to attain? _____

Where do you want to live? _____

How much money do you need to make? _____

How long a commute/travel are you willing to accept? _____

What additional formal education do you expect to attain? _____

What do you want to do when you retire? _____

What type of career/work/role would best prepare you for the life you desire to live in retirement?

How many hours per week are you willing to spend on the job? _____

Is this level of work realistic given your family, social, recreation, hobby, spiritual or other interests? _____



Skills, Abilities and Interests Worksheet

What are the top intrinsic values you want to ensure are shared by your employer and your co-workers?*

- Achievement - mastering goals
- Aesthetics - working with beautiful things, being surrounded by beauty
- Affiliation - working with people like you
- Authority - managing or directing other people's work
- Creativity - ability to innovate and try new approaches
- Ethics/Morals - being free to work in congruence with your own judgments
- High Pay - commanding a large salary
- Independence - being free from other people's direction and control
- Recognition - becoming known for your expertise
- Status - having a high prestige job
- Other: _____
- Other: _____

* Intrinsic values adapted from Campbell Interest and Skills

The Seven Campbell Interest & Skills (CISS®) Orientation Scales:

- Influencing** - influencing others through leadership, politics, public speaking, sales, and marketing
- Organizing** - organizing the work of others, managing, and monitoring financial performance
- Helping** - helping others through teaching, healing, and counseling
- Creating** - creating artistic, literary, or musical productions and designing products or environments
- Analyzing** - analyzing data, using mathematics, and carrying out scientific experiments
- Producing** - producing products, using "hands-on" skills in farming, construction, and mechanical crafts
- Adventuring** - adventuring, competing, and risk taking through athletic, police, and military activities

To which orientation scales are you most aligned? _____

Professional Fields and Roles of Most Interest:

In what **fields/roles** might you best utilize your skills, abilities, desires and knowledge? Satisfy your intrinsic interests, while avoiding areas of your weaknesses and dislikes and while meeting your overall objectives? What fields/roles would best leverage your unique strengths, knowledge, passions and experiences? (e.g. automobile manufacturing/engineer, software/sales, tourism/travel agent, consulting/trainer, skills charity/teacher.)

- | | |
|----------------------------------------|----------------------------------------|
| <input type="checkbox"/> _____ / _____ | <input type="checkbox"/> _____ / _____ |
| <input type="checkbox"/> _____ / _____ | <input type="checkbox"/> _____ / _____ |
| <input type="checkbox"/> _____ / _____ | <input type="checkbox"/> _____ / _____ |
| <input type="checkbox"/> _____ / _____ | <input type="checkbox"/> _____ / _____ |

See www.online.onetcenter.org to find skill matches to occupations or www.charity-charities.org for charities.