

Alpine Link

Skills, Abilities and Interests

Worksheet



This worksheet is intended to help individuals gain awareness of their skills, abilities, interests, experiences, knowledge and values to aid in identifying personal and professional career interests.

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

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Skills, Abilities and Interests Worksheet

In finding your purpose, consider your skills, abilities, interests, knowledge, values, preferences, experiences, and passions. Think about how you express and act on who you are. Understand what makes you excited and frustrated. Don't flee what you can't or don't understand. Rather seek out what you want to do or become.

In what areas do you have the most skills, experience? (In what fields of work, play, community service or other activity have you spent the most time? List the skills - not the 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"/> _____

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"/> _____

In what areas do you have the most interest and passion? (What would you do if you could "start over"? If money was no object? What has always fascinated you – work or play? Have had the most fun doing? Most satisfying? Your best moments? Favorite areas in which you work? People with whom you're most fascinated? In what areas are you most concerned? Any regrets to prevent? What do you really want to do before you die?)

<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"/> _____

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"/> _____



Skills, Abilities and Interests Worksheet

What are your major accomplishments? (In what areas have you received awards or are most proud? 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"/> _____

What have been your most influential life experiences? (Situations at home, 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"/> _____

What are your most significant professional dislikes? (What do you most dislike doing? Have the most fear of? Considered 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"/> _____

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"/> _____

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"/> _____



Skills, Abilities and Interests Worksheet

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 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"/> _____

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"/> _____

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"/> _____

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, abilities, 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 formative experiences are sources of motivation and lessons learned to be shared with others.

Circle your primary disappointments, weaknesses and dislikes. These are areas you may need to avoid, but consider they too offer significant learning lessons and value to others. Review your findings with others and obtain their insights. Seek wise counsel. 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?



Skills, Abilities and Interests Worksheet

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 are you willing to endure? _____

What additional formal education do you expect to attend? _____

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? _____

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, to 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 while meeting your overall career objectives? What fields/roles would most value your strengths, knowledge, passions and experiences? (e.g. automobile manufacturing/engineer, software/sales, tourism/travel agent, management consulting/trainer.)

- | | |
|--------------------------------------|--------------------------------------|
| <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.