

Work Experience Inventory Answer the following questions about yourself

Job Skills Key: S= I have some skills M = I may have skills N = I don't have any skills

- 1. Helping people (examples: customer service, home health aide, nursing aid)
- 2. Waiting on people (examples: chauffeur, manicurist, sales clerk, ticket agent, usher, waiter)
- 3. Taking care of children (child-care worker, recreation aide, teacher's aide)
- 4. Taking care of animals (animal caretaker, pet groomer, pet shop worker)
- 5. Taking care of plants (flower shop worker, gardener, pest control helper)
- 6. Handling money (cashier, counter clerk, bank teller, billing clerk)
- 7. Selling things (counter worker, food counter, attendant, sales worker, telemarketer)
- 8. Using hand tools (building mechanic, carpet installer, gardener, plumber's helper)
- 9. Preparing food (baker's helper, dietary aide, sandwich maker, short-order cook)
- 10. Working with Information (customer service, medical assistant, office clerk, receptionist)

Basic Skills Key: How are your basic skills? G = I do this well, or I = I need to improve or learn this skill

- 1. Add numbers
- 2. Subtract numbers
- 3. Multiply numbers
- 4. Divide numbers
- 5. Figure fractions
- 6. Figure mixed numbers
- 7. Figure decimals and money
- 8. Figure percent
- 9. Estimate amounts

Communication Skills Key: G = I do this well, or I = I need to improve or learn this skill

- 1. Speak English clearly
- 2. Give and ask for information clearly
- 3. Follow spoken English
- 4. Follow written directions
- 5. Understand the main point and details of written materials
- 6. Understand tables, charts, graphs and diagrams
- 7. Use punctuation and grammar correctly in written work
- 8. Spell and use Vocabulary correctly in written work

Personal Management Skills Key: G = I do this well, or I = I need to improve or learn this skills

- 1. Get work done on time
- 2. Follow directions and instructions
- 3. Take the initiative to do work
- 4. Set goals for myself and achieve them
- 5. Handle sudden changes in work plans
- 6. Stay calm while working under pressure
- 7. Work safely
- 8. Dress appropriately for different work settings

Work Experience Inventory Answer the following questions about yourself

Organizational Skills Key: G = I do this well, or I = I need to improve or learn this skill

- 1. Make a plan for getting work done
- 2. Do tasks in the order of importance
- 3. Complete work on time
- 4. Make sure all the details of a job are taken care of

Problem-solving Skills Key: G = I do this well, or I = I need to improve or learn this skills

- 1. Figure out the causes of a problem
- 2. Gather information that's needed to help solve the problem
- 3. Analyze information to solve the problem

Teamwork Skills Key: G = I do this well, or I = I need to improve or learn this skills

- 1. Work with other members in a group
- 2. Pay attention to what other members say
- 3. Respect what other members believe
- 4. Help the group make plans
- 5. Help the group solve problems
- 6. Lead the group when it's appropriate

Interpersonal Skills Key: G = I do this well, or I = I need to improve or learn this skills

- 1. Get along with people
- 2. Accept criticism and feedback from others
- 3. Give positive criticism to others
- 4. Speak politely to others
- 5. Handle anger or upset persons in a calm, polite, and helpful way

Work Experience Inventory Answer the following questions about yourself

Useful Skills Which of these skills do you have now?

- ___ 1. What foreign language do you know?
 - a. _____ Speak Read Write
 - b. _____ Speak Read Write
- ___ 2. Do you know how to type? Yes No
 - a. How fast can you type? _____ words/minute
 - b. Which devices can you use? Computer Laptop Table Smartphone
- ___ 3. Do you know how to use a computer? Yes No
 - a. What computer systems do you know?
PC Apple Linux
 - b. Which of these computer skills do you have?
Word Processing Spreadsheets Data Entry
- ___ 4. Do you know how to use a 10 key calculator? Yes No
- ___ 5. Which of these basic office skills do you have?
 - a. File Papers Use a photocopy machine Answer Telephones Sort Mail
- ___ 6. Which of these cash-handling skills do you have?
 - a. Use a cash register Make Change Count money
- ___ 7. Do you know how to drive a vehicle? Yes No
 - a. Do you have a car for transportation? Yes No
 - b. What kind of vehicle can you drive?
Car Van Truck Motorcycle Bus
- ___ 8. Can you lift heavy objects and persons?
 - a. Up to 20 pounds Up to 50 pounds Up to 75 pounds
- ___ 9. Do you know any of these life-saving skills?
 - a. CPR First Aid