

Professional Skills Analysis Worksheet

List two skills you possess which employers will find beneficial (be sure and detail an example when used)

- 1.
- 2.

Based upon your career goals, list two skills you need to develop to prepare for future roles (be sure and add how you plan on acquiring the two skills)

- 1.
- 2.

For the following, list if you consider yourself to be at a proficient, average, or an expert level; provide one example how the skill highlighted was used and why you believe an employer would find it beneficial.

Communication: Ability to listen, speak, and write effectively

I am at a(n) _____ level. An example: _____

An employer would find this beneficial because: _____

Problem Solving: Ability to examine a situation, prioritize task at hand, create an action, and evaluate the result

I am at a(n) _____ level. An example: _____

An employer would find this beneficial because: _____

Computer/Technological: Basic understanding of hardware and software

I am at a(n) _____ level. An example: _____

An employer would find this beneficial because: _____

Leadership/Management: Take charge and manage people/projects

I am at a(n) _____ level. An example: _____

An employer would find this beneficial because: _____

Time Management: Ability to meet deadlines and work efficiently

I am at a(n) _____ level. An example: _____

An employer would find this beneficial because: _____

Transferrable: Skills which are not related or essential but provide added value to the position

I am at a(n) _____ level. An example: _____

An employer would find this beneficial because: _____