## Achievements Inventory

<table>
<thead>
<tr>
<th>DESCRIBE THE ACHIEVEMENT</th>
<th>WHY YOU ARE PROUD OF THIS ACHIEVEMENT</th>
<th>LIST OF SKILLS USED</th>
<th>ENJOYED USING SKILL</th>
<th>DID NOT ENJOY USING SKILL</th>
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</thead>
<tbody>
<tr>
<td>Achievement 1</td>
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<td>Achievement 2</td>
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## Skills Assessment: Inventory

Assess your skill level for each item in the categories below. Put a check by skills you have and circle the skills that are your strongest.

### Critical Thinking/Problem Solving

- Handle ambiguity
- Adapt to new ideas
- Analyze ideas
- Create
- Demonstrate foresight
- Develop new approaches
- Experiment
- Extrapolate to other situations
- Identify trends
- Imagine possibilities
- Interpret information
- Investigate
- Conduct research
- Learn by doing
- Learn by listening
- Learn by processing in the moment
- Learn by reading
- Reason logically
- Observe
- Retain facts and details
- Summarize and synthesize information

### Digital Technology/Scientific

- Accounting
- Adapt to new and emerging technologies
- Maintain a budget
- Code
- Visualize and communicate data
- Estimate
- Engage in financial planning
- Forecast
- Identify trends
- Leverage technology ethically
- Compute mathematically
- Utilize scientific methodology
- Perform specific lab skills/techniques
- Utilize specific software programs
- Analyze systems
- Use databases and/or spreadsheets
- Use statistical methods
- Use statistics

### Leadership/Innovative

- Accept responsibility
- Adapt to new situations
- Advise
- Build teams
- Create learning opportunities
- Delegate
- Demonstrate integrity and values
- Identify direction
- Identify problems and solutions
- Manage meetings
- Manage organization
- Manage self
- Monitor progress
- Motivate
- Set priorities
- Set work/committee goals
- Work well independently
- Work without supervision

### Verbal/Written Communication

- Proficient at business analysis
- Communicate clearly verbally
- Communicate clearly in writing
- Speak to new people easily
- Communicate creatively
- Define
- Proficient at editing/restatement
- Write in an expository manner
- Facilitate meetings/groups
- Persuade others
- Sell/promote ideas
- Summarize information
- Perform technical writing

### Ethical Conduct/Professionalism

- Accept responsibility for behavior and actions
- Anticipate problems
- Ensure quality
- Demonstrate values
- Evaluate
- Execute projects
- Follow through
- Function well under stress
- Honest
- Possess integrity
- Manage time well
- Plan effectively
- Respond appropriately
- Follow a schedule
- Set goals and priorities

### Artistic Skills

- Create/shape
- Design with materials
- Design with music
- Design visually
- Imagine
- Improvise
- Integrate materials/themes
- Notice beauty/aesthetics
- Perform
- Proficient at visual imaging

### Diverse/Intercultural Fluency

- Understand cultural identity
- Demonstrate openness, sensitivity, and inclusiveness with all people
- Display empathy
- Possess knowledge of other cultures
- Learn from diverse cultures, races, ages, genders, sexual orientations, religions
- Examine one's beliefs

### Teamwork

- Build alliances/teams
- Collaborate
- Communicate well
- Manage conflict
- Encourage others
- Facilitate group process
- Form good rapport
- Handle problems/complaints
- Help others
- Listen well
- Mediate
- Provide instruction/input
- Provide services
- Relate well to others
- Reliable
- Respectable
- Service-oriented
- Sympathetic

### Physical and Hands-On Skills

- Agile/quick
- Athleticism
- Cook
- Coordination
- Construct
- Design
- Draft
- Garden
- Handle objects
- Install materials
- Operate tools/machines
- Possess outdoor skills
- Produce
- Repair/restore
- Possess stamina/endurance
- Possess physical strength
Skills Assessment: Application

In the space below identify specific experiences in which you have used the skills/competencies on the left hand side. These experiences may come from courses, jobs/internships, service/volunteer work, club membership, activities, and/or overall interests/life experience.

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<th>SKILLS/COMPETENCIES</th>
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<th>JOBS/INTERNSHIPS</th>
<th>SERVICE/VOLUNTEER WORK</th>
<th>INTEREST/LIFE EXPERIENCES</th>
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