

Achievements Inventory

DESCRIBE THE ACHIEVEMENT	WHY YOU ARE PROUD OF THIS ACHIEVEMENT	LIST OF SKILLS USED	ENJOYED USING SKILL	DID NOT ENJOY USING SKILL
Achievement 1		<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Achievement 2		<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____

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
- Assure quality
- Demonstrate values
- Evaluate
- Execute projects
- Follow through
- Function well under stress
- Honest
- Possess integrity
- Manage time well
- Plan effectively
- Punctual
- Respond appropriately
- Follow a schedule
- Set goals and priorities

ARTISTIC SKILLS

- Create/shape
- Design with materials
- Design with music
- Design visually
- Imagine
- Improvise
- Interrelate 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
- Understand individuals' differences
- Value and respect 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.

SKILLS/COMPETENCIES	COURSES	JOBS/INTERNSHIPS	SERVICE/ VOLUNTEER WORK	INTEREST/LIFE EXPERIENCES
Critical Thinking/Problem Solving				
Digital Technology/Scientific				
Leadership/Innovative				
Verbal/Written Communication				
Ethical Conduct/Professionalism				
Artistic Skills				
Diverse/Intercultural Fluency				
Teamwork				
Physical/Hands-On Skills				