

# Skills Assessment Worksheet

**Transferrable Skills** generally are not associated with a particular job or task. Transferable skills are usually broader and related to leadership, communication, critical thinking, analysis, and organization. These are skills that can be transferred and utilized in a variety of different kinds of jobs and career paths.

Print the list of skills below and mark each column as described. *You can have the same skill marked more than once in each column.*

1. What skills have you already acquired and feel competent doing? In the first column, mark each skill in which you feel competent.
2. What skills do you enjoy, even if you are not proficient at them? In the second column, mark those skills that you really enjoy.
3. What skills would you like to learn, acquire or develop further?

Skill	1. Feel Competent	2. Enjoy/ Favorites	3. Would Like to Develop
<b>Communication Skills</b>			
Write, edit, translate, interpret or critique words			
Speak in public, debate, advocate, present or demonstrate an idea			
Facilitate a meeting			
Reading and following directions			
Comparing or cross-checking two lists			
Filling out forms			
Writing reports, letters and memos correctly			
Reading and understanding policies and memos			
Comfortably speaking to others you do not know			
Taking notes while someone speaks			
Finding information			
Using a map			
Explaining things to other people			
Know when to ask for help or more explanation			
Counsel or advise others			
Listening to others			
Other(s):			

# Sample Skills Test For Employment

**RJ Alexander**



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**Manual for USES Clerical Skills Tests** United States. Employment and Training Administration,1976 *Using Basic Skills Testing to Improve the Effectiveness of Remediation in Employment and Training Programs for Youth* Robin Morris,Lori Strumpf,Susan P. Curnan,1988 Manual for USES Clerical Skills Tests United States Employment Service,1968 Administration, scoring, and interpretation United States. Employment and Training Administration,1976

**The Standardized Assessment System for Youth Demonstration Projects** ,1980 *Job Search Guide* ,1993

Employment Testing Manual ,1997 **Introduction to Industrial/Organizational Psychology** Ronald E.

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theories related to functional motion that are important for occupational therapists to know This Third Edition has been updated to reflect the current field and includes new information that has emerged in recent years New in the Third Edition Content closely follows AOTA s Occupational Therapy Practice Framework and Occupational Therapy Vision 2025 Updated and more extensive provision of evidence that summarizes key findings in current literature New theories are presented in the Intervention sections Extensive joint specific and theory based assessments are provided Interventions described are occupation based process based Kinesiology concepts presented in a practical useable way Expanded chapters for Spine and Thorax and Hip and Pelvis Included with the text are online supplemental materials for faculty use in the classroom Kinesiology for Occupational Therapy Third Edition clearly outlines the need for an understanding of kinesiology in occupational therapy providing occupational therapists with the evidence necessary to support their intervention strategies

Employee Testing ,1988      **Research in Education** ,1973      Resources in Education ,1998-05      **NMAT :**

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**Act** United States. Congress. House. Committee on Government Operations. Manpower and Housing Subcommittee,1983

*The ETS Test Collection Catalog* ,1995-06-14      *The Nursing Job Search Handbook* Genny Dunne,2002-07-17

The Nursing Job Search Handbook provides excellent guidance for advisers aspiring nurses and long term health professionals

**How to Start a Home-Based Landscaping Business** Owen E. Dell,2010-01-06 Making money doing lawn care landscape architecture and garden work is a dream of many people and this guide contains all the necessary tools and strategies they need to successfully launch and develop their own business doing so This sixth edition also features advice on marketing and selling one s services within sustainable landscaping one of the hottest new trends in the field Develop a profitable business plan Build word of mouth referrals Handle employees paperwork and taxes Work smart and safe Adapt to new trends like sustainable landscaping Become your area s top landscaper      *Black Enterprise* ,1992-02 **BLACK ENTERPRISE** is the ultimate source for wealth creation for African American professionals entrepreneurs and corporate executives Every month **BLACK ENTERPRISE** delivers timely useful information on careers small business and personal finance      **Intake and Assessment** United States. Employment and Training Administration,1978

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