

Skills and Qualities for Success

Below are a list of skills and qualities that can make you a more impressive candidate for future employers or universities. Check the skills and qualities that are your strengths. Circle/highlight the skills and qualities that are weaknesses. Answer the questions below.

COGNITIVE ABILITIES

- Cognitive Flexibility
- Creativity
- Logical Reasoning
- Problem Sensitivity
- Mathematical Reasoning
- Visualization

PHYSICAL ABILITIES

- Physical Strength
- Manual Dexterity and Precision

CONTENT SKILLS

- Communication
- Active Learning
- Oral Expression
- Reading Comprehension
- Written Expression
- Information & Communication Technology Literacy
- Digital Literacy

PROCESS SKILLS

- Active Listening
- Critical Thinking
- Monitoring Self and Others
- Reflect and Evaluate

SYSTEMS SKILLS

- Judgment and Decision-making
- Systems Analysis

COMPLEX PROBLEM SOLVING SKILLS

- Complex Problem Solving
- Analyze Quantitative Data

SOCIAL SKILLS

- Teamwork
- Coordinating with Others/Collaboration
- Emotional Intelligence/Empathy
- Negotiation
- Persuasion/Influence Others
- Service Orientation
- Customer Service
- Training and Teaching Others
- People Management

OTHER SKILLS

- Time Management
- Organization
- Ask Questions
- Takes Initiative
- Takes Responsibility
- _____

INTERPERSONAL QUALITIES

- Positive Attitude/Optimistic
- Self-worth/Integrity
- Self-discipline
- Self-awareness
- Responsible
- Reliable/Dependable
- Adaptable/Flexibility
- Tolerance
- Assertive
- Curiosity
- Patient
- Confident
- Honest
- Resilient
- _____

What is your strongest skill/quality? How have you used it? _____

One skill/quality I would like to improve is _____



Career Clusters: Interest Survey

Check each box that best describe you. You may make as many checks in each section as you need. Add up the number of checks in each box. Look to see which three boxes have the highest numbers. Find the corresponding Career Clusters on the pages immediately following this survey to see which Career Clusters you may want to explore.

Box 1	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Learn how things grow and stay alive. <input type="checkbox"/> Make the best use of the earth's natural resources. <input type="checkbox"/> Protect the environment. <input type="checkbox"/> Be outdoors in all kinds of weather. <input type="checkbox"/> Plan, budget, and keep records. <input type="checkbox"/> Operate machines and keep them in good repair.	<input type="checkbox"/> Self-reliant <input type="checkbox"/> Nature lover <input type="checkbox"/> Physically active <input type="checkbox"/> Planner <input type="checkbox"/> Creative problem solver	<input type="checkbox"/> Math <input type="checkbox"/> Life Sciences <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Agriculture	

Box 2	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Read and follow blueprints and/or instructions. <input type="checkbox"/> Picture in my mind what a finished product looks like. <input type="checkbox"/> Work with my hands. <input type="checkbox"/> Perform work that requires precise results. <input type="checkbox"/> Solve technical problems. <input type="checkbox"/> Follow logical, step-by-step procedures. <input type="checkbox"/> Visit and learn from beautiful, historic or interesting buildings.	<input type="checkbox"/> Curious <input type="checkbox"/> Good at following directions <input type="checkbox"/> Pay attention to detail <input type="checkbox"/> Good at visualizing possibilities <input type="checkbox"/> Patient and persistent	<input type="checkbox"/> Math <input type="checkbox"/> Drafting <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Technology Education	

Box 3	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Use my imagination to communicate new information to others. <input type="checkbox"/> Perform in front of others. <input type="checkbox"/> Read and write. <input type="checkbox"/> Play a musical instrument. <input type="checkbox"/> Perform creative, artistic activities. <input type="checkbox"/> Use video and recording technology. <input type="checkbox"/> Design brochures and posters.	<input type="checkbox"/> Creative and imaginative <input type="checkbox"/> Good communicator/good vocabulary <input type="checkbox"/> Relate well to feelings and thoughts of others <input type="checkbox"/> Determined/tenacious <input type="checkbox"/> Curious about new technology	<input type="checkbox"/> Art/Graphic design <input type="checkbox"/> Music <input type="checkbox"/> Speech and Drama <input type="checkbox"/> Audiovisual Technologies <input type="checkbox"/> Journalism/Literature	



Box 4	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Perform routine, organized activities but can be flexible. <input type="checkbox"/> Work with numbers and detailed information. <input type="checkbox"/> Be the leader in a group. <input type="checkbox"/> Make business contact with people. <input type="checkbox"/> Work with computer programs. <input type="checkbox"/> Create reports and communicate ideas. <input type="checkbox"/> Plan my work and follow instructions without close supervision.	<input type="checkbox"/> Organized <input type="checkbox"/> Practical and logical <input type="checkbox"/> Patient <input type="checkbox"/> Tactful <input type="checkbox"/> Responsible	<input type="checkbox"/> Technology <input type="checkbox"/> Math <input type="checkbox"/> English <input type="checkbox"/> Economics	

Box 5	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Communicate with different types of people. <input type="checkbox"/> Help others with their homework or to learn new things. <input type="checkbox"/> Go to school. <input type="checkbox"/> Direct and plan activities for others. <input type="checkbox"/> Handle several responsibilities at once. <input type="checkbox"/> Acquire new information. <input type="checkbox"/> Help people overcome their challenges.	<input type="checkbox"/> Friendly <input type="checkbox"/> Decision maker <input type="checkbox"/> Helpful <input type="checkbox"/> Innovative/Inquisitive <input type="checkbox"/> Good listener	<input type="checkbox"/> Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Psychology	

Box 6	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Work with numbers. <input type="checkbox"/> Work to meet a deadline. <input type="checkbox"/> Have a framework of rules by which to operate. <input type="checkbox"/> Analyze financial information and interpret it to others. <input type="checkbox"/> Handle money with accuracy and reliability. <input type="checkbox"/> Take pride in the way I dress and look. <input type="checkbox"/> Make predictions based on existing facts.	<input type="checkbox"/> Trustworthy <input type="checkbox"/> Orderly <input type="checkbox"/> Self-confident <input type="checkbox"/> Logical <input type="checkbox"/> Methodical or efficient	<input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> Economics <input type="checkbox"/> Banking/Financial Services <input type="checkbox"/> Business Law	



Box 7**Activities that describe what I like to do:**

- Be involved in politics.
- Negotiate, defend, and debate ideas and topics.
- Plan activities and work cooperatively with others.
- Work with details.
- Perform a variety of duties that may change often.
- Analyze information and interpret it to others.
- Travel and see things that are new to me.

Personal qualities that describe me:

- Good communicator
- Competitive
- Service-minded
- Well-organized
- Problem solver

School subjects I like:

- Government
- Language Arts
- History
- Math
- Foreign Language

Total Checks**Box 8****Activities that describe what I like to do:**

- Work under pressure.
- Help sick people and animals.
- Make decisions based on logic and information.
- Participate in health and science classes.
- Respond quickly and calmly in emergencies.
- Work as a member of a team.
- Follow guidelines precisely and meet strict standards of accuracy.

Personal qualities that describe me:

- Compassionate and caring
- Good at following directions
- Patient
- Good listener
- Conscientious and careful

School subjects I like:

- Biological Sciences
- Chemistry
- Math
- Health classes
- Language Arts

Total Checks**Box 9****Activities that describe what I like to do:**

- Investigate new places and activities.
- Work with all ages and types of people.
- Organize activities in which other people enjoy themselves.
- Have a flexible schedule.
- Help people make up their minds.
- Communicate easily, tactfully, and courteously.
- Learn about other cultures.

Personal qualities that describe me:

- Tactful
- Self-motivated
- Works well with others
- Outgoing
- Slow to anger

School subjects I like:

- Language Arts/
- Speech
- Foreign Language
- Social Sciences
- Marketing
- Food Services

Total Checks

Box 10	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Care about people, their needs, and their problems. <input type="checkbox"/> Participate in community services and/or volunteering. <input type="checkbox"/> Listen to other people's viewpoints. <input type="checkbox"/> Help people be at their best. <input type="checkbox"/> Think of new ways to do things. <input type="checkbox"/> Make friends with different kinds of people. <input type="checkbox"/> Work with people from preschool age to old age.	<input type="checkbox"/> Good communicator/ good listener <input type="checkbox"/> Caring <input type="checkbox"/> Non-materialistic <input type="checkbox"/> Intuitive and logical <input type="checkbox"/> Non-judgmental	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/ Sociology <input type="checkbox"/> Foreign Language	

Box 11	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Work with computers. <input type="checkbox"/> Reason clearly and logically to solve complex problems. <input type="checkbox"/> Use machines, techniques, and processes. <input type="checkbox"/> Read technical materials and diagrams and solve technical problems. <input type="checkbox"/> Adapt to change. <input type="checkbox"/> Play video games and figure out how they work. <input type="checkbox"/> Concentrate for long periods without being distracted.	<input type="checkbox"/> Logical/analytical thinker <input type="checkbox"/> See details in the big picture <input type="checkbox"/> Persistent <input type="checkbox"/> Good concentration skills <input type="checkbox"/> Precise and accurate	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Graphic Design	

Box 12	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Work under pressure or in the face of danger. <input type="checkbox"/> Make decisions based on my own observations. <input type="checkbox"/> Interact with other people. <input type="checkbox"/> Be in positions of authority. <input type="checkbox"/> Respect rules and regulations. <input type="checkbox"/> Debate and win arguments. <input type="checkbox"/> Observe and analyze people's behavior.	<input type="checkbox"/> Adventurous <input type="checkbox"/> Dependable <input type="checkbox"/> Community-minded <input type="checkbox"/> Decisive <input type="checkbox"/> Optimistic	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/ Sociology <input type="checkbox"/> Government/ History <input type="checkbox"/> Law Enforcement <input type="checkbox"/> First Aid/First Responder	



Box 13**Activities that describe what I like to do:**

- Work with my hands and learn that way. Put things together.
- Do routine, organized and accurate work.
- Perform activities that produce tangible results.
- Apply math to work out solutions.
- Use hand and power tools and operate equipment/machinery.
- Visualize objects in three dimensions from flat drawings.

Personal qualities that describe me:

- Practical
- Observant
- Physically active
- Step-by-step thinker
- Coordinated

School subjects I like:

- Math-Geometry
- Chemistry
- Physics
- Language Arts

Total Checks**Box 14****Activities that describe what I like to do:**

- Shop and go to the mall.
- Be in charge.
- Make displays and promote ideas.
- Give presentations and enjoy public speaking.
- Persuade people to buy products or to participate in activities.
- Communicate my ideas to other people.
- Take advantage of opportunities to make extra money.
- Logical/analytical thinker

Personal qualities that describe me:

- Enthusiastic
- Competitive
- Creative
- Self-motivated
- Persuasive

School subjects I like:

- Language Arts
- Math
- Business
- Education/Marketing
- Economics

Total Checks**Box 15****Activities that describe what I like to do:**

- Interpret formulas.
- Find the answers to questions.
- Work in a Laboratory.
- Figure out how things work and investigate new things.
- Explore new technology.
- Experiment to find the best way to do something.
- Pay attention to details and help things be precise.

Personal qualities that describe me:

- Adventurous
- Dependable
- Community-minded
- Decisive
- Optimistic

School subjects I like:

- Math
- Science
- Drafting/Computer
- Technical Classes/Technology
- Education

Total Checks

Box 16	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects I like:	Total Checks <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
	<input type="checkbox"/> Travel. <input type="checkbox"/> See well and have quick reflexes. <input type="checkbox"/> Solve mechanical problems. <input type="checkbox"/> Design efficient processes. <input type="checkbox"/> Anticipate needs and prepare to meet them. <input type="checkbox"/> Drive or ride. <input type="checkbox"/> Move things from one place to another.	<input type="checkbox"/> Realistic <input type="checkbox"/> Mechanical <input type="checkbox"/> Coordinated <input type="checkbox"/> Observant <input type="checkbox"/> Planner	<input type="checkbox"/> Math <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Economics <input type="checkbox"/> Foreign Language	

The Sixteen Career Clusters

1. Agriculture, Food and Natural Resources

- The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

2. Architecture and Construction

- Careers in designing, planning, managing, building, and maintaining the built environment.

3. Arts, A/V Technology and Communications

- Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

4. Business, Management and Administration

- Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

5. Education and Training

- Planning, managing, and providing education and training services, and related Learning support services.

6. Finance

- Planning, services for financial and investment planning, banking, insurance, and business financial management.

7. Government and Public Administration

- Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the Local, state, and federal levels.



8. Health Science

- Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

9. Hospitality and Tourism

- Hospitality and Tourism encompasses the management, marketing and operations of restaurants and other food services, Lodging, attractions and recreation events, and travel-related services.

10. Human Service

- Preparing individuals for employment in career pathways that relate to families and human needs.

11. Information Technology

- Building linkages in IT occupations framework for entry-level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.

12. Law, Public Safety, Corrections and Security

- Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

13. Manufacturing

- Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.

14. Marketing

- Planning, managing, and performing marketing activities to reach organizational objectives.

15. Science, Technology, Engineering and Mathematics

- Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services.

16. Transportation, Distribution and Logistics

- Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

My Top 3 Career Clusters of interest are:

1. _____
2. _____
3. _____

