

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
Communication Skills			
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

Robert R. Redfield



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Whispering the Secrets of Language: An Mental Quest through **Sample Skills Test For Employment**

In a digitally-driven earth wherever screens reign supreme and immediate communication drowns out the subtleties of language, the profound techniques and emotional subtleties concealed within phrases frequently get unheard. Yet, set within the pages of **Sample Skills Test For Employment** a charming literary treasure pulsing with raw thoughts, lies an extraordinary quest waiting to be undertaken. Composed by an experienced wordsmith, that charming opus attracts readers on an introspective trip, gently unraveling the veiled truths and profound affect resonating within ab muscles fabric of every word. Within the emotional depths of the touching review, we will embark upon a genuine exploration of the book is primary themes, dissect its fascinating publishing design, and fail to the effective resonance it evokes strong within the recesses of readers hearts.

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