

# SKILLS

in WOIS

## Worksheet Information

### Overview

This worksheet will help you use the WOIS Career Information System SKILLS self-assessment. By identifying the satisfying and enjoyable activities in your work and life, you can begin to understand the skills that are important to you.

### Instructions

1. At the top of the next page, list three activities you enjoy doing. Try to choose different types of activities; for example, one activity at home, one at school, and one at work. You might include: cooking dinner, designing a poster for school, or selling newspapers.
2. Read all **72** skills definitions listed on the following pages. Make a check mark by the skills that were used for each activity you listed in Step 1.
3. When you are finished, look over the list of skills. Some skills may have up to three check marks, others may have none. Skills with the most check marks are the ones you have identified as most enjoyable.
4. Think about the skills you have selected. Choose **5** skills that you most enjoy and list them in the SKILLS Summary on the back page as **Very Satisfying** skills. Then choose **10** more skills and list them as **Moderately Satisfying** skills. List the last **20** as **Somewhat Satisfying** skills. List each skill only once.
5. Enter the skills listed in the summary into the SKILLS program in WOIS. The SKILLS program will help you identify occupations with the same skills.

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ACTIVITY 1: \_\_\_\_\_

ACTIVITY 2: \_\_\_\_\_

ACTIVITY 3: \_\_\_\_\_

## SKILLS

### A. PERSONAL SKILLS

		ACTIVITY		
		1	2	3
<b>01. Dependability</b>	Working in a reliable and responsible manner.			
<b>02. Flexibility</b>	Accepting change and variety in the workplace.			
<b>03. Persistence</b>	Working continuously despite interruption.			
<b>04. Integrity</b>	Avoiding unethical behavior and being honest.			
<b>05. Efficiency</b>	Effectively using resources.			
<b>06. Competitiveness</b>	Striving to be the best.			

### B. SOCIAL SKILLS

		ACTIVITY		
		1	2	3
<b>07. Social Perception</b>	Being aware of the needs and feelings of others.			
<b>08. Independent Work</b>	Working with little or no supervision.			
<b>09. Team Work</b>	Working cooperatively with others.			
<b>10. Working with the Public</b>	Representing the organization and communicating with persons outside the organization.			
<b>11. Assisting/Caring</b>	Providing assistance, care, or service to others.			
<b>12. Performing</b>	Interacting with others to entertain or sell.			
<b>13. Instructing</b>	Teaching, guiding, or motivating others.			

### C. MOVEMENT SKILLS

		ACTIVITY		
		1	2	3
<b>14. Finger Dexterity</b>	Coordinating movements of the fingers.			
<b>15. Manual Dexterity</b>	Coordinating movements of the hand, arm and hand, or both hands.			
<b>16. Motor Coordination</b>	Coordinating movements of two or more limbs together.			
<b>17. Stamina</b>	Exerting one's self physically over long periods of time.			
<b>18. Strength</b>	Exerting force repeatedly or continuously.			
<b>19. Rapid Response</b>	Moving quickly and correctly between two different activities.			

### D. PERCEPTUAL SKILLS

		ACTIVITY		
		1	2	3
<b>20. Sound Discrimination</b>	Detecting the difference between sounds, pitch, or loudness.			
<b>21. Shape Discrimination</b>	Detecting the difference between sizes, shapes, and mass.			
<b>22. Color Vision</b>	Detecting the difference between colors, shades, and brightness.			
<b>23. Depth Perception</b>	Detecting the distance between objects.			
<b>24. Visualizing</b>	Forming a mental image of how something will look after it is moved or when its parts are moved.			
<b>25. Creativity</b>	Originating, designing, or creating new ideas, relationships, systems, artworks, or products.			
<b>26. Aesthetic Judgment</b>	Recognizing artistic or natural beauty.			

**E. SITUATIONAL SKILLS****ACTIVITY**

1 2 3

		1	2	3
<b>27. Stress Tolerance</b>	Dealing calmly and effectively with tense situations.			
<b>28. Hazards Tolerance</b>	Working in potentially dangerous conditions.			
<b>29. Discomfort Tolerance</b>	Working in unpleasant environmental conditions.			
<b>30. Repetition Tolerance</b>	Continuously performing the same action.			

**F. PROCESSING SKILLS****ACTIVITY**

1 2 3

		1	2	3
<b>31. Following Procedures</b>	Correctly following a given set of rules to complete a task.			
<b>32. Categorizing</b>	Identifying items by similarities.			
<b>33. Record Keeping</b>	Entering, transcribing, recording, storing, or maintaining information.			
<b>34. Attention to Detail</b>	Checking each item or task carefully.			
<b>35. Verifying Information</b>	Evaluating information against a set of standards or ensuring that it is correct.			

**G. TECHNICAL SKILLS****ACTIVITY**

1 2 3

		1	2	3
<b>36. Installing</b>	Setting up equipment, machines, or structures to meet specifications.			
<b>37. Inspecting</b>	Checking and evaluating equipment, structures, and products.			
<b>38. Repairing</b>	Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.			
<b>39. Troubleshooting</b>	Determining the cause and solution of an error.			
<b>40. Controlling Machines</b>	Using control mechanisms or direct physical activity to operate machines.			
<b>41. Operating Vehicles</b>	Running, maneuvering, navigating, or driving vehicles or mechanized equipment.			
<b>42. Using Computers</b>	Working with computers by using programs or entering data.			
<b>43. Programming</b>	Writing computer programs.			
<b>44. Technology Design</b>	Developing or adapting equipment and technology.			

**H. MATH AND SCIENCE SKILLS****ACTIVITY**

1 2 3

		1	2	3
<b>45. Calculating</b>	Adding, subtracting, multiplying, and dividing.			
<b>46. Estimating</b>	Approximating distances, quantities, time, costs, resources, or materials.			
<b>47. Budgeting</b>	Allocating financial resources.			
<b>48. Math Reasoning</b>	Using mathematical methods to understand and solve problems.			
<b>49. Science Reasoning</b>	Using scientific methods to understand and solve problems.			

**I. COMMUNICATION SKILLS****ACTIVITY**

1 2 3

		1	2	3
<b>50. Reading</b>	Understanding information and ideas presented in writing.			
<b>51. Writing</b>	Communicating information and ideas in writing.			
<b>52. Speaking</b>	Talking to others to convey information.			
<b>53. Listening</b>	Listening to what people are saying and asking questions.			
<b>54. Concentrating</b>	Focusing on a task without interruption.			

