

Discovery Activity

Job Skills

This activity will help you identify the skills you have for use on your job. Job skills can be acquired from work, school, volunteer or nonpaid experiences, hobbies, or life experiences. Skills are not job specific and can be used on a variety of jobs. Use the skills you list on these pages for completing resumes, applications, and interviewing.

Review the list of skills and place a check mark by those skills you have.

ACCOUNTING SKILLS

- Using Calculator
- 10-Key Adding Machine
- Counting Money

- Budgeting
- Balancing Checkbook
- Record Keeping

- Bookkeeping
- Computerized System
- Paper System

Other: _____

ANIMAL CARE

- Feeding
- Bathing
- Walking

- Training
- Sales
- Grooming

- Giving Shots/Medications
- Preparing for Pet Shows

Other: _____

ARTISTIC

- Print Making
- Operating Computer Aided Drafting (CAD) Equipment

- Photographing People/Things
- Drafting Plans & Detailed Drawings
- Drawing

- Using Computer to Create Layouts
- Painting
- Sculpting

Other: _____

BARBER/HAIR DESIGN SKILLS

- Cutting Hair
- Giving Permanents/Body Waves
- Waxing

- Manicures
- Facials
- Hair Lightening

- Styling/Shampooing Hair
- Cosmetics

Other: _____

CARPENTRY SKILLS

- Sanding
- Ornamental Woodwork
- Paneling

- House Painting
- Building Additions
- Furniture Making/Refinishing

- Cabinet Building
- House Framing
- Insulation

Other: _____

CHILDCARE SKILLS

- Caring for Infants
- Caring for Toddlers
- Caring for School Age Children

- Providing Appropriate Supervision
- Disciplining Without Extreme Measures
- Selecting Age Appropriate Toys/Activities

- Bathing
- Changing Diapers
- Preparing Meals or Snacks

Other: _____

CLERICAL SKILLS

- Typing/Keyboarding
WPM _____
- Filing
- Proofreading

- Answering Phones
- Preparing Mailings
- Processing Orders
- Making Appointments

- Greeting/Calling/Directing Clients
- Sorting/Delivering Mail
- Operating Office Machines

Other: _____

Discovery Activity - Job Skills (continued)

COMPUTER SKILLS

- | | | |
|---|--|--|
| <input type="checkbox"/> PC System | <input type="checkbox"/> Macintosh System | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Email | <input type="checkbox"/> Quick Books |
| <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> Desktop Publishing Software | <input type="checkbox"/> Corel WordPerfect |
| <input type="checkbox"/> Corel Presentations | <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Lotus Notes | <input type="checkbox"/> Instant Messaging | <input type="checkbox"/> Web Page Design |

Other: _____

CONSTRUCTION SKILLS

- | | | |
|--|---|---|
| <input type="checkbox"/> Concrete Work | <input type="checkbox"/> Drywall | <input type="checkbox"/> Truck Driving |
| <input type="checkbox"/> Heavy Equipment Operation | <input type="checkbox"/> Brick Laying | <input type="checkbox"/> Trenching |
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Sheet-Metal Work | <input type="checkbox"/> Heavy Labor |
| <input type="checkbox"/> Refrigeration Work | <input type="checkbox"/> Heating Installation | <input type="checkbox"/> Tools/Machines |

Other: _____

EDUCATIONAL SKILLS

- | | | |
|--|---|---|
| <input type="checkbox"/> Research | <input type="checkbox"/> Test Taking | <input type="checkbox"/> Attending Classes |
| <input type="checkbox"/> Writing Reports | <input type="checkbox"/> Editing/Memorizing | <input type="checkbox"/> Comprehension of Written/
Spoken Word |
| <input type="checkbox"/> Work as Part of a Group | <input type="checkbox"/> Good Study Habits | |
| <input type="checkbox"/> Organizing Projects | | |

Other: _____

FACTORY SKILLS

- | | | |
|--|--|--|
| <input type="checkbox"/> Soldering | <input type="checkbox"/> Packing | OPERATING: |
| <input type="checkbox"/> Unloading/Loading | <input type="checkbox"/> Filling Orders | <input type="checkbox"/> Lathe |
| <input type="checkbox"/> Quality Control | <input type="checkbox"/> Assembly Line Work | <input type="checkbox"/> Welder |
| <input type="checkbox"/> Assemble Boxes | <input type="checkbox"/> Lifting/Carrying Objects 10-25# | <input type="checkbox"/> Drill Press |
| <input type="checkbox"/> Stockroom Work | <input type="checkbox"/> Lifting/Carrying Objects Over 50# | <input type="checkbox"/> Grinder |
| <input type="checkbox"/> Inventory | | <input type="checkbox"/> Milling Machine |

Other: _____

FARM/RANCH SKILLS

- | | | |
|---|--|---|
| <input type="checkbox"/> Operating Equipment/Tractors | <input type="checkbox"/> Good Physical Condition to Work | <input type="checkbox"/> Caring for Livestock |
| <input type="checkbox"/> Repairing Equipment | <input type="checkbox"/> Long Hours/Do Heavy Labor | <input type="checkbox"/> Driving Farm Trucks |
| <input type="checkbox"/> Ordering/Purchasing Supplies | <input type="checkbox"/> Have Good Space/Form Perception | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Knowledge of Farm Methods | <input type="checkbox"/> Installing/Repairing Fences | |

Other: _____

FOOD SERVICE SKILLS

- | | | |
|---|--|---|
| <input type="checkbox"/> Serving Food/Drinks/Large Groups | <input type="checkbox"/> Cooking Meals | <input type="checkbox"/> Dishwashing |
| <input type="checkbox"/> Greeting and Seating Customers | <input type="checkbox"/> Handling Money | <input type="checkbox"/> Correctly Filling Orders |
| <input type="checkbox"/> Suggesting Specialties | <input type="checkbox"/> Assisting Cook | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Clearing Tables | <input type="checkbox"/> Operating Cash Register | <input type="checkbox"/> Setting Up Banquet |

Other: _____

GARDENING SKILLS

- | | | |
|--|---|--|
| <input type="checkbox"/> Lawn Care | <input type="checkbox"/> Flower Gardening | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Greenhouse Work | <input type="checkbox"/> Pruning/Trimming Trees | <input type="checkbox"/> Spraying /Fertilizing |

Other: _____

Discovery Activity - Job Skills (continued)

INDEPENDENT LIVING SKILLS

- | | | |
|--|---|--|
| <input type="checkbox"/> Know Value of Coins and Currency | <input type="checkbox"/> Know the Function of a Lawyer | <input type="checkbox"/> Ironing |
| <input type="checkbox"/> Understand Buying on Credit | <input type="checkbox"/> Know How to Register to Vote | <input type="checkbox"/> Sewing/Clothing Repair |
| <input type="checkbox"/> Record Banking Transactions | <input type="checkbox"/> Use Kitchen Appliances | <input type="checkbox"/> Know What to Do/Whom to Call in Emergency |
| <input type="checkbox"/> Make Withdrawals/Deposits | <input type="checkbox"/> Know Name/Use of Cooking Utensils | <input type="checkbox"/> Can Call Doctor to Schedule Appointment |
| <input type="checkbox"/> Writing Checks | <input type="checkbox"/> Follow Instructions to Prepare Canned or Frozen Food | <input type="checkbox"/> Understand Medical Labels |
| <input type="checkbox"/> Understand Payroll Deductions | <input type="checkbox"/> Make a Grocery List/Shop for Groceries | <input type="checkbox"/> Care for Minor Health Problems |
| <input type="checkbox"/> Know How to Read a Contract | <input type="checkbox"/> Prepare Recipes From a Cookbook | <input type="checkbox"/> Ask for Help |
| <input type="checkbox"/> Understand the Consequences of Signing a Contract | <input type="checkbox"/> Washing Dishes | <input type="checkbox"/> Complete Standard Job Application |
| <input type="checkbox"/> Know Personal Rights | <input type="checkbox"/> Sort and Machine Wash Clothes | |

Other: _____

JANITORIAL SKILLS

- | | | |
|--|---|--|
| <input type="checkbox"/> Dusting/Polishing Furniture | <input type="checkbox"/> Washing Windows | <input type="checkbox"/> Sweeping/Washing/Buffering Floors |
| <input type="checkbox"/> Cleaning Rugs/Carpets | <input type="checkbox"/> Cleaning Bathrooms | <input type="checkbox"/> Trash Removal |

Other: _____

MAINTENANCE REPAIR SKILLS

- | | | |
|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Wiring | <input type="checkbox"/> Mechanically Inclined |
| <input type="checkbox"/> Welding | <input type="checkbox"/> Wood | <input type="checkbox"/> Servicing Machines |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Electronics | <input type="checkbox"/> Audio Equipment Installation/Repair |

Other: _____

MECHANICAL SKILLS

- | | | |
|---|---|--|
| <input type="checkbox"/> Car Tune-Up | <input type="checkbox"/> Changing Oil/Fluids | <input type="checkbox"/> Auto Body Repairs |
| <input type="checkbox"/> Auto Repairs | <input type="checkbox"/> Diesel Engine Vehicles | <input type="checkbox"/> Small Engines |
| <input type="checkbox"/> Changing Tires | <input type="checkbox"/> Washing Vehicles | <input type="checkbox"/> Interior Cleaning |

Other: _____

MEDICAL SKILLS

- | | | |
|--|---------------------------------|--|
| <input type="checkbox"/> First Aid Training | CPR: | <input type="checkbox"/> Handle Emergency Situations |
| <input type="checkbox"/> Good Listening Skills | <input type="checkbox"/> Infant | <input type="checkbox"/> Certified Nurse Aide |
| <input type="checkbox"/> Physiology/Anatomy | <input type="checkbox"/> Adult | <input type="checkbox"/> Biology |

Other: _____

SALES SKILLS

- | | | |
|--|---|--|
| <input type="checkbox"/> Greeting Customers | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Experience in the Art of Persuading |
| <input type="checkbox"/> Order Processing | <input type="checkbox"/> Displaying Samples | <input type="checkbox"/> Stocking Shelves |
| <input type="checkbox"/> Delivering Goods | <input type="checkbox"/> Demonstrating Products | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Operating Cash Register | | |

Other: _____