



## **SKILLS INVENTORY – PREPARING FOR INTERVIEWS**

There are certain skills and traits that most employers seek in potential candidates. Review the following examples and see how many are true for you. Think about how you can add to your skill set by participating in campus organizations, class projects and volunteer work. Ascertain how your experiences are developing these skill sets. During interviews, you will be able to demonstrate how you used these skills and traits in these experiences.

### **COMMUNICATION SKILLS**

When I receive an email or phone message regarding a project I'm working on, I reply promptly. When having a conversation, I listen to what the other person is saying, rather than thinking about what I want to say.

### **ETHICS**

I can be trusted with confidential information. I am very careful to track all transactions when having access to money for an organization.

### **LEADERSHIP**

I get involved in organizing and managing meetings or activities for organizations to which I belong. I typically am willing to take the lead on group projects and utilize persuasion skills to guide people.

### **ORGANIZATION**

I effectively use a daily planner. I practice time-management skills and can prioritize and handle multiple deadlines.

### **SELF-MOTIVATION**

I set goals for myself and work hard to achieve them. When I have a task to accomplish, I prioritize my workload to make sure I complete the task on time.

### **TEAMWORK**

I take an active role on teams I'm involved on and contribute to make sure goals are met. I am open to my teammates' ideas and opinions.

### **THINKING SKILLS**

I consider the consequences, positively and negatively, when making decisions. If I question the accuracy of something important that someone says, I check out the facts before making a decision.

## **TAGLINE AT BOTTOM OF HANDOUTS**

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