

Skills Rating Exercise

Confidence in your skills and abilities is an important part of presenting a positive image. If you value your skills, then employers will too. Knowing your skills and weaknesses is also important. Try the following exercise.

	Please Circle
1. Working effectively with others Being able to co-operate with others on a shared task, being adaptable to other peoples working styles, teamwork.	1 2 3 4 5
2. Communication Expressing your ideas, explaining something complicated.	1 2 3 4 5
3. Judgement and decision making Assessing a problem or situation using appropriate criteria and making a decision.	1 2 3 4 5
4. Persuading and influencing Using effective communication to convince other people of the value of a particular course of action.	1 2 3 4 5
5. Ability to solve problems Use of creative or lateral thinking to develop new and different ways of solving a particular problem.	1 2 3 4 5
6. Time management Use of priority setting skills to manage your time effectively to ensure your most important tasks are completed on time.	1 2 3 4 5
7. Achieving your goals Setting and achieving your personal goals (SMART).	1 2 3 4 5
8. Relevant use of IT	1 2 3 4 5
9. Relevant specialist subject knowledge	1 2 3 4 5
Note: 1 = NEVER good at it 2 = SELDOM good at it 3 = SOMETIMES good at it 4 = OFTEN good at it 5 = ALWAYS good at it	

What are your strengths - skills that you have rated highly?

What are your weaknesses - skills you've rated Never or Seldom good at?
These are skills you may need to acquire or develop. How will you go about this?