



SKILLS Worksheet

This worksheet will help you use the Career Kōkua SKILLS 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.

Part I. List three activities that you enjoy doing. Try to choose different types of activities. For example, list one activity at home, one at school, and one at work. You might include: cooking dinner, designing a poster, or selling newspapers.

ACTIVITY 1: _____

ACTIVITY 2: _____

ACTIVITY 3: _____

Part II. Read all of the 72 skills definitions and check (✓) the skills that you used in each activity.

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

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

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



ACTIVITY 1: _____

ACTIVITY 2: _____

ACTIVITY 3: _____

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

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

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

G. TECHNICAL SKILLS		1	2	3
		36. Installing	Setting up equipment, machines, or structures to meet specifications.	
37. Inspecting	Checking and evaluating equipment, structures, and products.			
38. Repairing	Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.			
39. Troubleshooting	Determining the cause and solution of an error.			
40. Controlling Machines	Using control mechanisms or direct physical activity to operate machines.			
41. Operating Vehicles	Running, maneuvering, navigating, or driving vehicles or mechanized equipment.			



ACTIVITY 1: _____

ACTIVITY 2: _____

ACTIVITY 3: _____

G. TECHNICAL SKILLS		ACTIVITY		
		1	2	3
42. Using Computers	Working with computers by using programs or entering data.			
43. Programming	Writing computer programs.			
44. Technology Design	Developing or adapting equipment and technology.			

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

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

J. PROBLEM SOLVING SKILLS		1	2	3
		55. Information Gathering	Locating and identifying information.	
56. Evaluating	Judging the success or progress of an idea, work activity, or project.			
57. Advising	Providing consultation or advice to others.			
58. Synthesizing	Reorganizing information to get a better approach to problems.			
59. Analyzing	Examining information and using logic to solve problems.			
60. Planning	Developing approaches for implementing ideas.			
61. Active Learning	Working with new material or information to understand the implications.			
62. Using Knowledge	Using work-related experience.			

K. MANAGEMENT SKILLS		1	2	3
		63. Safety of Others	Managing the work environment to provide for the health and safety of others.	
64. Persuading	Convincing others to approach things differently.			



ACTIVITY 1: _____

ACTIVITY 2: _____

ACTIVITY 3: _____

K. MANAGEMENT SKILLS		ACTIVITY		
		1	2	3
65. Negotiating	Bringing others together and trying to reconcile differences.			
66. Confronting	Communicating a position opposed by others.			
67. Initiating	Taking on new responsibilities and challenges.			
68. Coordinating	Organizing people and activities to complete tasks.			
69. Directing/Leading	Providing leadership and direction to others.			
70. Decision Making	Understanding information and reaching a conclusion to solve problems.			
71. Managing Resources	Determining the best use of human resources, finances, and material resources.			
72. Impact of Responsibility	Accepting the long-term outcome of decisions.			

Part III. Look over the list of skills. Some skills may have up to three check marks, others may have none. Look at the skills with the most check marks. Think about these skills and the activities in which you used them. Did you enjoy using these skills?

Choose the **5** skills that you most enjoy and list them in the SKILLS Summary below as **Very Satisfying** skills. Then choose **10** more skills and list these as your **Moderately Satisfying** skills. Then list up to **20** more skills as **Somewhat Satisfying**. You can only list each skill once. (Using the SKILLS cards for this part of the process makes prioritizing and selecting your skills easier. Ask your counselor for a deck of the Skills cards.)

SKILLS Summary

5 Very Satisfying Skills										
10 Moderately Satisfying Skills										
20 Somewhat Satisfying Skills										