

Personal Assessment

Every job demands some skills. Skills you can use in a variety of jobs (or most jobs!) are called functional or transferable. Because you usually do well in activities you like or prefer and often return to the tasks you enjoy, these often become your functional or transferable job skills. Read the items below, considering carefully how each applies to you as a unique person. For each item, check the column that best answers the question.

I PREFER ACTIVITIES THAT REQUIRE ME TO:

	Very Much or Usually	Seldom or Sometimes	Not at all
1. read and study	_____	_____	_____
2. get outdoors often	_____	_____	_____
3. use and work with mathematics	_____	_____	_____
4. use physical strength	_____	_____	_____
5. sell to the public	_____	_____	_____
6. supervise others	_____	_____	_____
7. meet the public	_____	_____	_____
8. travel	_____	_____	_____
9. work with animals	_____	_____	_____
10. work with groups of young children	_____	_____	_____
11. follow directions from others	_____	_____	_____
12. plan events and activities	_____	_____	_____
13. think rapidly and be creative	_____	_____	_____
14. be in clean, quiet surroundings	_____	_____	_____
15. handle and repair equipment	_____	_____	_____
16. manage and handle money	_____	_____	_____
17. express myself through writing	_____	_____	_____
18. order merchandise	_____	_____	_____
19. judge the merit of other workers	_____	_____	_____
20. work by myself	_____	_____	_____
21. fix things	_____	_____	_____
22. keep accurate and complete records	_____	_____	_____
23. use my artistic ability	_____	_____	_____
24. plan and organize my own work	_____	_____	_____
25. make my own decisions	_____	_____	_____

A. Which three rated “Very Much or Usually” are most important to you personally?

1. _____
2. _____
3. _____

B. Which three rated “Seldom or Not at all” are least desirable?

1. _____
2. _____
3. _____