

Knowing the value of your skills, knowledge and experience

In order to make the best application or write the best CV you will need to sell yourself. Before you can do that you need to be able to describe your skills, knowledge and experience and how they are relevant to the job you are applying for. All application forms and person specifications ask for this information. Organisations will ask for education and training (skills and knowledge), job history (experience, skills and knowledge) and any other information which supports your application (skills, experience and knowledge).

Skills Audit

A skill is an ability to do something. You will feel more confident when you are doing things you are already skilled at.

The next pages have lists of skills for which you are asked to rate yourself. Of course, this will be your subjective rating, so before you start, photocopy these pages twice, and ask your manager and/or a friend or colleague to rate you too. This gives you a comparison and some useful feedback.

Skills questionnaire

Look at the skills below and rate yourself 1 – 5 (1 being not very good and 5 being extremely good)

Planning Skills

Planning skills are about the future. Having good planning skills minimises risks and gives a structure to whatever you want to make happen. They enable you to consider possibilities and make decisions. They use your creative and pragmatic qualities. Add your own ideas to the end of the list.

Gathering information	<input type="checkbox"/>
Using my imagination	<input type="checkbox"/>
Visualising what might happen	<input type="checkbox"/>
Having ideas	<input type="checkbox"/>
Organising ideas	<input type="checkbox"/>
Diagnosing	<input type="checkbox"/>
Categorising	<input type="checkbox"/>
Predicting accurately	<input type="checkbox"/>
Estimating	<input type="checkbox"/>
Budgeting	<input type="checkbox"/>
Setting objectives	<input type="checkbox"/>
Anticipating	<input type="checkbox"/>
Making decisions	<input type="checkbox"/>
Exploring and expanding ideas	<input type="checkbox"/>
Assessing	<input type="checkbox"/>
Interpreting information	<input type="checkbox"/>

Doing Skills?

Doing skills are about the present. Having made the plan, doing skills enable you to carry it out. They fall into three categories – doing things in relation to yourself, other people and things.

Doing skills enable you to get things started and moving.

Using physical strength	<input type="checkbox"/>	Decision making	<input type="checkbox"/>
Using dexterity	<input type="checkbox"/>	Changing plans	<input type="checkbox"/>
Using co-ordination	<input type="checkbox"/>	Taking risks	<input type="checkbox"/>
Motivating others	<input type="checkbox"/>	Understanding instructions	<input type="checkbox"/>
Persuading others	<input type="checkbox"/>	Giving instructions	<input type="checkbox"/>
Initiating	<input type="checkbox"/>	Following instructions	<input type="checkbox"/>
Enthusing	<input type="checkbox"/>	Attending to detail	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Prioritising	<input type="checkbox"/>
Writing	<input type="checkbox"/>	Using time	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	Negotiating	<input type="checkbox"/>
Calculating	<input type="checkbox"/>	Expressing feelings	<input type="checkbox"/>
Observing	<input type="checkbox"/>	Pacing	<input type="checkbox"/>
Using visual awareness	<input type="checkbox"/>	Seeing steps to be taken	<input type="checkbox"/>
Operating machinery	<input type="checkbox"/>	Organising resources	<input type="checkbox"/>
Add relevant technical skills here:			
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Keeping-going Skills

Keeping-going skills enable you to sustain action, and also enable you to enjoy things.

Knowing when to stop	<input type="checkbox"/>	Helping	<input type="checkbox"/>
Knowing when to keep going	<input type="checkbox"/>	Using your intuition	<input type="checkbox"/>
Encouraging yourself	<input type="checkbox"/>	Having fun	<input type="checkbox"/>
Encouraging others	<input type="checkbox"/>	Speeding up	<input type="checkbox"/>
Laughing	<input type="checkbox"/>	Slowing down	<input type="checkbox"/>
Creating – words, music etc.	<input type="checkbox"/>	Changing plans	<input type="checkbox"/>
Listening	<input type="checkbox"/>	Finishing things	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	Attending to detail	<input type="checkbox"/>
Coaching	<input type="checkbox"/>		<input type="checkbox"/>

Evaluating Skills

Evaluating skills are about getting the best from the past. They enable you to learn, make decisions and make better plans next time.

Assessing	<input type="checkbox"/>	Seeing the bigger picture	<input type="checkbox"/>
Measuring results	<input type="checkbox"/>	Drawing conclusions	<input type="checkbox"/>
Comparing results	<input type="checkbox"/>	Reviewing	<input type="checkbox"/>
Observing	<input type="checkbox"/>	Adapting	<input type="checkbox"/>
Letting go	<input type="checkbox"/>	Decision making	<input type="checkbox"/>

Transferable Skills

The use of skills is severely limited by putting technical or professional labels on them which lock them into a particular profession. Assessing them under broader headings gives you more flexibility to transfer them to another form of work.

Write down one aspect of what you do now in your work or current role. Then write alongside the transferable skills it gives you.

<i>Eg organising a family holiday</i>	<i>Gathering information Planning Time management Decision making Budgeting</i>
---------------------------------------	---