For each achievement you have identified, you can now reflect what skills you used.

By doing this for each achievement you can identify those skills you use most and those which are your strongest.

Thinking through your achievements in this way means you will not only be able to talk about **what you have done** but also about **how you did it** and have **evidence to support** it

Step 1	Start by analysing the first achievement – using the skills grid					
Step 2	Read the skills and descriptors – and mark as shown – all the skills that you used to make that achievement (If any one descriptor applies – select it, you do not need them all for it to apply)					
Step 3	Now review each of the skills you identified – and mark the three strongest skills – as shown					
Step 4	Now review each of the three skills you identified – and mark the strongest skill that you demonstrated – as shown					
Step 5	Now repeat steps 2,3 & 4 for each of your other key achievements					
Step 6	Using the Skills Summary - you can now score your skills as follows: =1 =2 =3					
	Note: It is normal that some categories will not score at all					

		Descriptors	1	2	3	4	5	6	7	8	Total
	Research	Observe, investigate, study, test, measure, inspect, explore									
ysis	Analysis	Compare, extract, correlate, evaluate, differentiate, identify									
Analysis	Interpretation	Explain, understand, portray, represent									
	Problem solving	Solve, troubleshoot, improve, re-design, Critique									
	Systemisation	Systemise, organise, co-ordinate, develop procedures									
t	Planning	Plan, forecast, set goals, schedule									
Management	Administration	Administer, control, supervise, direct, manage, budget									
W	Leadership	Inspire, empower, advise, judge, decide Govern									
	Follow- through	Show persistence, bring to closure, get results									
Creativity	Innovation	Invent, adapt, develop, devise									
	Imagination	Visualise, conceptualise									
	Synthesis	Bring things together,									
	Artistry	Create, draw, write, perform									

		Descriptors	1	2	3	4	5	6	7	8	Total
	Listening	Active listening, understand what is said and unsaid, reflects, summarises									
ıtion	Empathy	See the situation from other people's perspective									
Communication	Presentation	Write, publicise, communicate clearly and effectively									
0	Persuasion	Convince, teach, inspire, influence, motivate									
	Arbitration	Mediate, negotiate, intervene, resolve									
	Ordering	Order, allocate, count, record, file, compile									
	Making	Build, prepare, fabricate, assemble									
tion	Installing	Install, fit, tailor, finish, adapt, test									
Physical Actior	Operating	Operate, run, control, utilise									
Phy	Maintaining	Maintain, repair, fix, re-build									
	Serving	Serve, care for, assist, provide,									
	Performing	Perform, play, act, dance									

	1: Now list the	top 10 skills from the by the totals in each		g order
		TOTAL		
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th				
10 th				
		e list above – select y rom the following poir		lls –
	1 1 . (! . ((ALTE CONTRACTOR	1	NA - 1 - 6 - 1 199
₁ st	Level of interest	Ability to perform	Level of enjoyment	Marketability
1 st	Level of interest	Ability to perform		Marketability
2 nd	Level of interest	Ability to perform		Marketability
2 nd	Level of interest	Ability to perform		Marketability
2 nd 3 rd 4 th	Level of interest	Ability to perform		Marketability
2 nd	Level of interest	Ability to perform		Marketability
2 nd 3 rd 4 th 5 th 6 th		Ability to perform	enjoyment	
2 nd 3 rd 4 th 5 th 6 th 3: Thin			enjoyment	
2 nd 3 rd 4 th 5 th 6 th 3: Thin 1 st 2 nd			enjoyment	
2 nd 3 rd 4 th 5 th 6 th 3: Thin 1 st 2 nd 3 rd			enjoyment	
2 nd 3 rd 4 th 5 th 6 th 3: Thin 1 st 2 nd 3 rd 4 th			enjoyment	
2 nd 3 rd 4 th 5 th 6 th 3: Thin 1 st 2 nd 3 rd			enjoyment	

Now take each key skill and support it with 3 brief examples of evidence of their application. This will give you the information you need when answering questions about your skills and experience at interview

	0.411	
	SKILL	Evidence
1 st		1
		2
		3
2 nd		1
		2
rd		3
3 rd		1
		2
th		3
4 th		1
		2
th		3
5 th		1
		2
oth		3
6 th		1
		2
		3