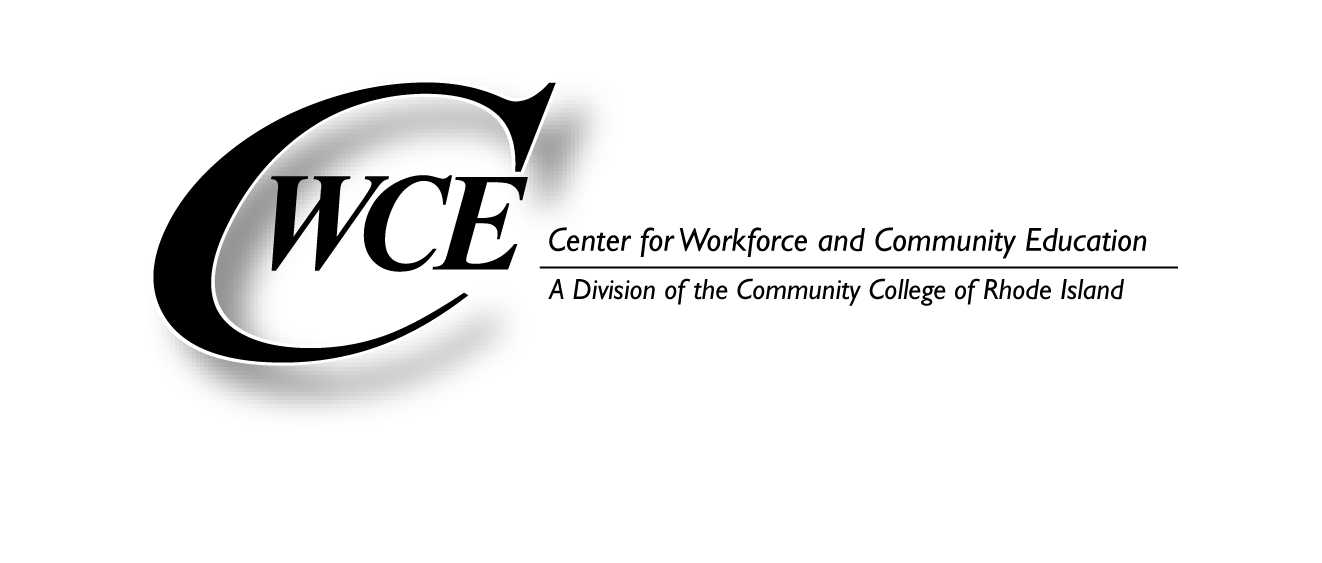
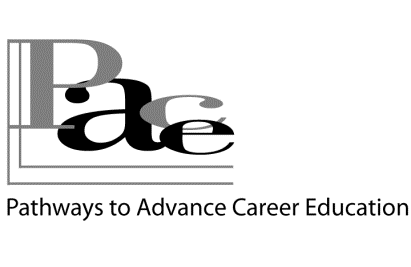
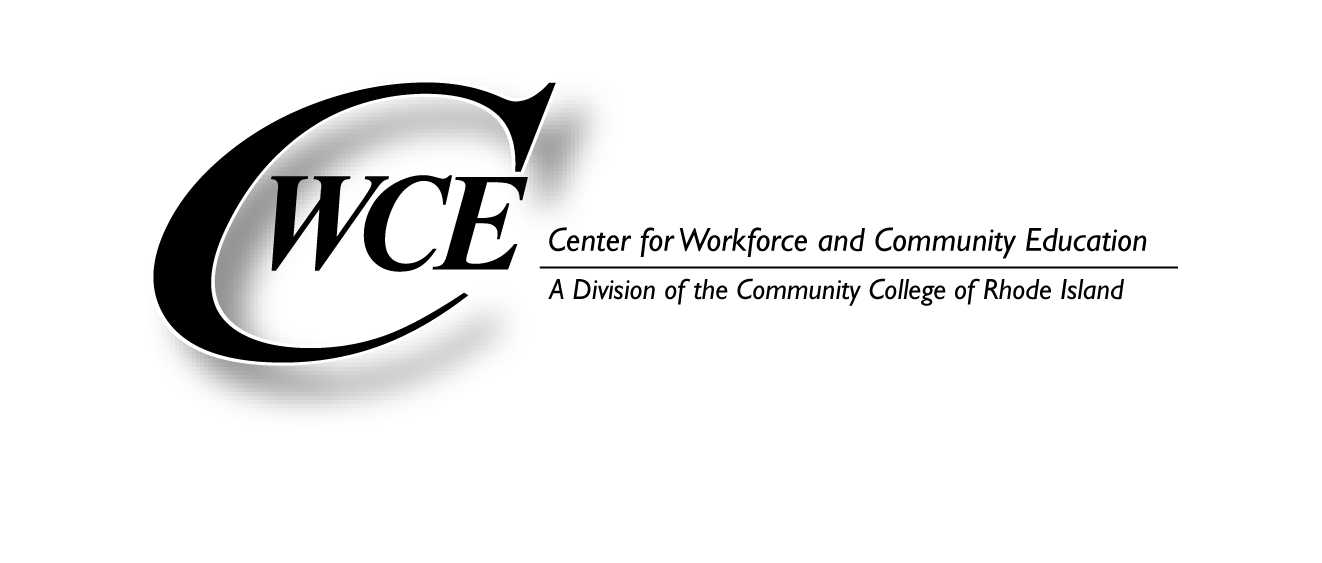
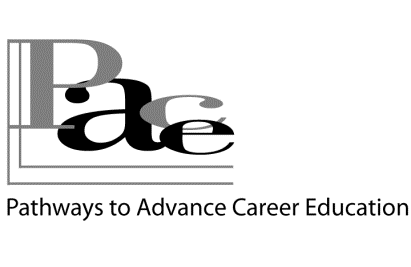
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills Inventory #1** |  |  |  |  |
| **Rate yourself; put an X in the appropriate box** | | | | |
|  | **great** | **good** | **not bad** | **needs work** |
| self-confident |  |  |  |  |
| friendly |  |  |  |  |
| dependable |  |  |  |  |
| patient |  |  |  |  |
| able to work long hours |  |  |  |  |
| humorous |  |  |  |  |
| honest |  |  |  |  |
| able to make quick decisions |  |  |  |  |
| responsible |  |  |  |  |
| punctual |  |  |  |  |
| ambitious |  |  |  |  |
| loyal |  |  |  |  |
| courteous |  |  |  |  |
| able to work in teams |  |  |  |  |
| able to work alone |  |  |  |  |
| orderly |  |  |  |  |
| able to lead others |  |  |  |  |
| initiative; self-starter |  |  |  |  |
| able to work without supervision |  |  |  |  |
| flexible |  |  |  |  |
| imaginative |  |  |  |  |
| physically strong |  |  |  |  |
| enthusiastic |  |  |  |  |
| organized |  |  |  |  |
| optimistic |  |  |  |  |
| learn quickly |  |  |  |  |
| tactful |  |  |  |  |
| good problem solver |  |  |  |  |



**Pace 2 Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills Inventory #2** |  |  |  |  |
| **Rate yourself; put an X in the appropriate box** | | | | |
|  | **great** | **good** | **not bad** | **needs work** |
| assemble things |  |  |  |  |
| good with hands |  |  |  |  |
| repair things |  |  |  |  |
| count |  |  |  |  |
| details |  |  |  |  |
| manage money |  |  |  |  |
| observe |  |  |  |  |
| counsel people |  |  |  |  |
| confront others |  |  |  |  |
| interview |  |  |  |  |
| speak clearly |  |  |  |  |
| design |  |  |  |  |
| persuade people |  |  |  |  |
| teach |  |  |  |  |
| listen |  |  |  |  |
| artistic |  |  |  |  |
| motivate others |  |  |  |  |
| make decisions |  |  |  |  |
| negotiate |  |  |  |  |
| write |  |  |  |  |
| remember |  |  |  |  |
| supervise |  |  |  |  |
| solve problems |  |  |  |  |
| dance |  |  |  |  |
| organize |  |  |  |  |
| locate information |  |  |  |  |
| complete projects |  |  |  |  |
|  |  |  |  |  |
| adapted from iCANS |  |  |  |  |
| [www.literacynet.org/icans](http://www.literacynet.org/icans) |  |  |  |  |



**Pace 2 Employment**