|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**