

Skills and Work Qualities

All your activities flow from ten basic aptitudes. With these ten aptitudes or basic skills a person can do every-thing. Though most people can operate in all of these areas reasonably well, they will be more comfortable in some than in others. These aptitudes and their related skills are grouped according to their interaction with Data, People, and Things

DIRECTIONS: 1. Circle the numbers of those qualities that are important for you in your career. It is not necessary for the entire description of each quality to apply to you.
2. Then go back and place an M behind the numbers of those skills you want to use at a modest level of ability. Place an H in front of the numbers of those skills you want to use at a high level of ability.

DATA SKILLS:

1. _____ LOGICAL INTELLIGENCE: Think, observe, plan, analyze, evaluate, understand, problem solve. Put ideas and information together to deal with complex operations, to plan, organize work. Keep track of verbal and numerical information in an orderly way, make decisions using common sense based on "practical" experience.
2. _____ INTUITIVE INTELLIGENCE: Imagine, compare, see things "holistically", decide based on best guesses and intuitive common sense rather than rules or measurements. Use words, numbers, or symbols creatively, develop new ideas, new processes, new combinations.
3. _____ VERBAL ABILITY: Use words to read, research, write, listen, record, discuss, direct, instruct, communicate, motivate.
4. _____ NUMERICAL ABILITY: Use numbers and symbols to figure, calculate, estimate, keep books, budget, analyze.
5. _____ PRECISE DETAIL: Follow directions exactly, make decisions based on set rules or measurements; attend to small details in proofreading words or numbers or examining lines and shapes of products.
6. _____ MULTIDIMENSIONAL AWARENESS: Understand, visualize, relate two- or three-dimensional lines or shapes, spaces, shading - sometimes in color.

PEOPLE SKILLS

7. _____ BUSINESSLIKE CONTACT WITH PEOPLE: Manage, supervise, organize, motivate, entertain, train, serve, negotiate with, cooperate with people.
8. _____ INFLUENCING PEOPLE: Persuade/inspire others to think or behave in certain ways; teach, exchange, interpret ideas/feelings; help solve personal problems.

THING SKILLS

9. _____ FINGER/HAND AGILITY: Use fingers/hands to make, repair, process, test, assemble, operate various products/machines/tools using special techniques, sometimes very complex.
10. _____ WHOLE BODY AGILITY: Use the whole body to handle, carry, lift, move, balance, or coordinate itself or things.

WORK QUALITIES

11. _____ REPETITION: Duties involve a set way of doing things, sometimes over and over again.
12. _____ VARIETY: Duties change frequently, requiring a flexible response, different knowledge and skills.
13. _____ PHYSICAL RISK: Duties involve pressure in stressful, dangerous situations but sometimes provide adventure and excitement.
14. _____ STATUS: Recognition that you are someone important or in authority.