# Building Strong Families

## Transferring Personal Strengths and Skills to the Workplace

**Work-Related Skills**

These are some personal skills you could apply to a job. Put a check next to those skills you already have.

- □ selling products
- □ answering phones
- □ receiving and recording money
- □ bookkeeping
- □ filing
- □ balancing checkbook
- □ paying bills
- □ volunteer work
- □ serving on a committee or team
- □ scheduling appointments
- □ organizing
- □ painting
- □ remodeling
- □ welding
- □ installing carpet
- □ roofing
- □ decorating
- □ assembling parts
- □ typing
- □ washing windows
- □ cleaning bathrooms
- □ waxing floors
- □ cleaning house
- □ making beds
- □ operating appliances
- □ repairing appliances
- □ operating a computer
- □ buying groceries
- □ cooking meals
- □ caring for children
- □ working with children
- □ lawn maintenance
- □ reading
- □ drawing
- □ writing
- □ caring for animals
- □ using a calculator
- □ traveling
- □ driving a truck or a car
- □ planning trips
- □ taking care of plants
- □ planting a garden
- □ repairing machinery
- □ coaching
- □ working with the sick
- □ teaching
- □ playing music
- □ taking inventory
- □ stocking supplies
- □ mailing materials
- □ supervising
- □ refinishing furniture
Hobbies/Recreational Skills

These skills are specific to certain jobs. You may have acquired them from hobbies or recreational experiences you have had in the past. They represent actual duties or activities performed on different jobs. Put a check next to things you have done.

- gardening
- sewing
- model construction
- painting
- working in the yard
- collecting stamps
- babysitting
- crafts
- card playing
- wood working
- writing
- cooking
- boating
- running
- reading
- bowling
- golfing
- swimming
- hunting
- playing music
- jogging
- fishing

Now list any recreational skills you have that are not listed above:
Self-Management Skills

You have some personal qualities which will make you a good employee. Put a check next to those qualities that describe you.

- ability to concentrate (can focus on a task)
- active (like to move)
- adaptable (can adjust to change)
- adept (skilled)
- alert (aware of surroundings)
- assertive (speak up)
- astute (good judgment)
- being on time
- broad-minded (see the big picture)
- calm (not easily upset)
- competitive (like to win)
- careful
- creative (come up with new ideas)
- cautious (guarded)
- competent (able to do a task)
- courteous (polite)
- conscientious (thorough)
- cooperative (work well with others)
- dependable (can be counted on)
- determined (stick to your plan even if it is hard)
- diplomatic (careful about how you say things)
- disciplined (self control)
- discreet (careful about sensitive information)
- dynamic (lead others with enthusiasm)
- efficient (not wasteful)
- energetic (lively)
- enterprising (inventive)
- experienced (skilled in a certain area)
- easy-going (laid back)
- empathetic (understanding)
- enthusiastic (excited)
- expressive (share your feelings)
- fair (treat people equally)
- firm (not easily changed)
- fast learner
- friendly
- flexible (willing to change)
- generous (giving)
- honest
- hard working
- influential (have power to make change)
- innovative (come up with new ideas)
- instrumental (helpful with change)
- logical (rational)
- loyal (dedicated to something)
- mature (experienced)
- methodical
  (do things step-by-step)
- open-minded
  (accept new ideas)
- optimistic
  (hopeful)
- orderly
  (keep things in their place)
- outgoing
  (like to talk with others)
- objective
  (make decisions based on facts rather than feelings)
- organized
  (keep things in order)
- personable
  (likeable)
- pleasant
  (nice)
- positive
  (see the good in things)
- practical
  (realistic)
- patient
  (not in a hurry)
- persistent
  (stick with things)
- polite
  (respectful)
- resourceful
  (make good use of what you have)
- self-reliant
  (independent)
- self-confident
  (believe in yourself)
- sense of humor
- sensitive
  (take others’ feelings into account)
- sincere
  (genuine)
- successful
- spontaneous
  (do something spur of the moment)
- smart
- self-starter
  (work well on your own)
- tactful
  (careful about how you say things to people)
- team player
- tidy
  (neat)
- tolerant
  (accept those who are different than you)
- talented
- versatile
  (have a variety of talents)
Skills Summary Sheet

You have previously checked several skills you are able to do. List those skills below you do well and would enjoy using on your next job.

<table>
<thead>
<tr>
<th>Work-Related Skills</th>
<th>Recreational Skills</th>
<th>Self-Management Skills</th>
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<tbody>
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Interest Inventory

Write the number on each line that rates how much you would enjoy doing each activity. You can choose any number between 0 and 10.

0 = No
3 = I don’t think so
5 = Not sure
7 = I might like it
10 = Yes!

1. Would you enjoy?
   ___a. preparing food in a restaurant
   ___b. driving a forklift
   ___c. working in a hospital
   ___d. performing in front of others
   ___e. installing steel beams in buildings
   ___f. typing letters
   ___g. working with children

2. Would you enjoy?
   ___a. working in a grocery store
   ___b. being an inspector
   ___c. working in a nursing home
   ___d. arranging plants
   ___e. doing remodeling
   ___f. filing letters and office forms
   ___g. helping the elderly

3. Would you enjoy?
   ___a. dusting, cleaning and polishing
   ___b. doing welding
   ___c. working in a lab
   ___d. singing, reading, playing music
   ___e. being a plumber or electrician
   ___f. working with books and records
   ___g. teaching others

4. Would you enjoy?
   ___a. cutting & styling other people’s hair
   ___b. being a general laborer
   ___c. taking x-rays
   ___d. working with flowers
   ___e. doing carpentry or bricklaying
   ___f. opening and sorting mail
   ___g. helping others with their problems

5. Would you enjoy?
   ___a. being an automobile mechanic
   ___b. supervising other working persons
   ___c. working with sick people
   ___d. working with crafts
   ___e. building homes
   ___f. answering phones
   ___g. helping people who are in trouble

6. Would you enjoy?
   ___a. installing carpeting
   ___b. operating factory machines
   ___c. working with a dentist
   ___d. doing interior decorating
   ___e. driving a bulldozer
   ___f. working with money
   ___g. doing things for other people
Now put the numbers you’ve written in these blanks and then add them together.

\[
\begin{align*}
1a & + 2a & + 3a & + 4a & + 5a & + 6a & = A \\
1b & + 2b & + 3b & + 4b & + 5b & + 6b & = B \\
1c & + 2c & + 3c & + 4c & + 5c & + 6c & = C \\
1d & + 2d & + 3d & + 4d & + 5d & + 6d & = D \\
1e & + 2e & + 3e & + 4e & + 5e & + 6e & = E \\
1f & + 2f & + 3f & + 4f & + 5f & + 6f & = F \\
1g & + 2g & + 3g & + 4g & + 5g & + 6g & = G
\end{align*}
\]

The number you put in each TOTAL blank is your score for that type of occupation. The higher your score, the better you will like that type of work. Look at the next page for some of the jobs you might find in each type of work.
Occupations

A. Service Occupations
- Aircraft flight attendant
- Air traffic controller
- Barber
- Bartender
- Beautician
- Cook/chef
- Correction officer
- Cosmetologist
- Custodian
- Food counter worker
- Food service and management
- Forester
- Garbage collector
- Guard
- Maid
- Meatcutter
- Mechanic
- Police officer
- Postal mail carrier
- Waiter/waitress
- Warehouse worker

B. Factory Occupations
- Assembler
- Equipment operator
- Inspector
- Laborer
- Machine tool operator
- Machinist
- Photograph process worker
- Printing press operator
- Supervisor
- Tool/die maker
- Welder

C. Health Occupations
- Dental assistant
- Dental hygienist
- Dentist
- Dietitian
- Health administrator
- Home health care worker
- Medical lab worker
- Nurse
- Pharmacist
- Physical therapist
- Physician
- Respiratory therapist
- Technician
- Veterinarian

D. Creative Occupations
- Artist
- Florist
- Graphic arts
- Interior decorator
- Journalist/reporter
- Musician
- Photographer
- Radio/TV announcer
- Recreation
- Writer

E. Building and Trades
- Bricklayer
- Carpenter
- Construction laborer
- Electrician
- Engineer
- Heavy equipment operator
- Painter
- Plumber
- Roofer
F. Clerical Occupations

   Accountant
   Cashier
   Clerk
   Collection worker
   Computer operator
   Computer programmer
   Insurance representative
   Keyboard operator
   Librarian
   Library assistant
   Marketing
   Receptionist
   Secretary
   Stenographer
   Telephone operator
   Typist

G. Caring and Helping Occupations

   Child care worker
   Coach
   Counselor/therapist
   Psychologist
   Social worker
   Teacher
   Bank manager
   Bank teller
   Bookkeeper