

INSTRUCTIONS

The following is a checklist of personal qualities or “skills in action” that employers have indicated to be of greatest interest to them. The importance of these qualities will vary depending upon the type of position that you are seeking. Go over the list and check the 2 or 3 characteristics that could be considered your greatest strengths. Then try and match these strengths with your past experience. Where did you use them and what value where they in increasing your performance level.

Leadership - the ability to guide others effectively and bring out their best	Creativity - developing new approaches; improving methods; getting a “new slant” on how to resolve difficulties
Ability to Handle Stress - the ability to handle without undue emotional duress time deadlines and difficult interpersonal situations	Enthusiasm - high level of energy, commitment and a positive attitude
Quantitative Ability - the ability to work precisely and accurately with numbers and data	Initiative - ability to act on your own; see what needs doing without direction from a supervisor
Flexibility - receptive to new situations and ideas; able to adapt easily to new situations; comfortable with ambiguous situations	Ability to Communicate Information - clear verbal and written expression that gets the information across to other people
Self-Confidence - assurance based on achievement; the ability to be assertive, yet tactful	Persuasive Communication - influencing others in a positive, tactful way to resolve problems and motivate people
Curiosity - seeking more information; observing assessing, and applying new information	Competitive - motivated by the desire to improve, and exceed goals
Perseverance - the ability to continue in the face of difficult work situations; to over come and persist	Goal Orientated - the ability to plan and carry out activities in achieving objectives
Human Relations Abilities - tact; empathy; ability to support and help others	

