

Skills quick reference

This is a useful starting point for identifying your own skills. When using the quick skills reference think about how you would prove to an employer that you have the skills on the list. As you go through the list, rate how advanced you are in that skill. You will explain the 'why/evidence' in the discussion this week.

| Skill | Rating | | | Why / Evidence |
|--|-----------------------|--------------------------|-----------------------|----------------|
| | I've never done this. | I've done this a little. | I've done this a lot. | |
| Communicating with others in a work or social setting | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Working with figures eg. Budgeting for your flat | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Writing eg. Writing a blog | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Leadership eg. Sports team captain | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Creating and designing eg. Making clothes for a drama production | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Working with your hands eg. Painting the house | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Managing and supervising eg. Babysitting | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Planning and organising eg. Being in a band | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Time management eg. Preparing for exams | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Decision making eg. Choosing subjects or a tertiary course | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Following instructions eg. Setting up a computer | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Teaching and coaching eg. Tutoring an ESOL student | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Helping others eg. Cooking dinner for a church group | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Performing eg. Kapa haka group | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Problem solving eg. Dealing with an awkward caller in a call centre | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Investigating eg. Researching for an assignment | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Working well with others eg. Hosting an international student | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Customer service | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Sales and persuading eg. Door to door fundraising | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Other (some specialised skills you have identified) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |