**CAREER SKILLS ASSESSMENT**- Rate the following skills by interest & proficiency according to the scales below.

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| **SKILL** | **INTEREST- (1)Enjoy, (2)Neutral, (3)Don’t Enjoy**  | **PROFICIENCY-** **(1)Basic – (5)Expert** |
| Research Information |  |  |
| Flexibility |  |  |
| Writing |  |  |
| Teaching |  |  |
| Counseling |  |  |
| Organization |  |  |
| Situation analysis |  |  |
| Independence |  |  |
| Meeting deadlines |  |  |
| Negotiating |  |  |
| Enlisting help |  |  |
| Communication skill |  |  |
| Course development |  |  |
| Setting goals |  |  |
| Supervising |  |  |
| Coordinating |  |  |
| Editing |  |  |
| Research design |  |  |
| Listening |  |  |
| Language |  |  |
| Time management |  |  |
| Selling ideas/products |  |  |
| Resourcefulness |  |  |
| Attention to detail |  |  |
| Collaborating |  |  |
| Giving feedback |  |  |
| Data analysis |  |  |
| Presentations |  |  |
| Take risks |  |  |
| Team leading |  |  |
| Budgeting |  |  |
| Decision-making |  |  |
| Artistic/creative |  |  |
| Conflict management |  |  |
| Delegating |  |  |
| Facilitating discussion |  |  |
| Interpersonal skill |  |  |
| Prioritizing |  |  |
| Receiving feedback |  |  |

*Adapted from Keith Micoli’s “Hope is Not a Plan” Workshop and Stony Brook University’s “Planning Your Path to a Satisfying Career”*