

Student Skills Inventory

[Source: Fairfax County Public Schools]

Name _____

Check all that apply to you

PEOPLE SKILLS

- Understand how people feel
 - Help or care for others
 - Meet and talk with people; get along with others
 - Get others to do things your way
 - Sell things
 - Get people to work together
 - Teach others to do something or understand something
 - Supervise other people's work
 - Other people skills you have
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DATA SKILLS

- Do things step by step (example, planning a project)
- Remember facts, details, and procedures for doing something
- Keep accurate records
- Do arithmetic quickly and accurately
- Sort and store things and find them later (example, pictures, records)
- Lead a group project successfully
- Complete forms accurately
- Organize a lot of material or information
- Make detailed summaries, charts, or graphs
- Other data skills you have

THINGS SKILLS

- Work with tools, appliances, machines, wood, leather, etc.
- Fix toys, jewelry, furniture, appliances, vehicles, etc.
- Grow plants or animals
- Figure out how machines, tools, or appliances work
- Find a better way to make, build, or do something
- Operate machines or vehicles easily
- Understand directions for assembling things
- Other things skills you have:

IDEAS SKILLS

- Solve math puzzles, logic problems; play work games
- Understand science laws, math rules, or social issues
- Understand the meaning of a poem, painting, story
- Express thoughts or feelings through art, music, writing
- Enjoy math and science courses
- Enjoy literature, art, drama, music
- Perform well in music, art, dance, creative writing, drama
- Apply ideas of others to new areas
- Other idea skills you have:

Record the number checks under each area below.

_____ PEOPLE
_____ THINGS

_____ DATA
_____ IDEAS

Decide which area you have the greatest skill overall. You can find more information on occupational choices in these areas in your Career Center.

Work Attitude Inventory

[Source: Fairfax County Public Schools]

Name _____

Date: _____

DIRECTIONS: Place a check in the box next to the statement that describes you.

- 1. I like to work.
 - 2. I like to be helpful.
 - 3. I get along well with others.
 - 4. I try to follow rules.
 - 5. I like to learn new things.
 - 6. If I can't do something right the first time, I try again.
 - 7. If I make a mistake, I admit it.
 - 8. When someone shows me my mistakes, I listen and try to correct them.
 - 9. When I don't know how to do something, I ask for help.
 - 10. I accept help from other people.
 - 11. I try to be on time.
 - 12. I take good care of things that other people let me use.
 - 13. Once I know what I am supposed to do, I get busy and do it.
 - 14. I try to keep my promises to other people.
15. If I have a problem, I try to talk to someone who may be able to help me?