

# Checklist

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## Checklist 1 – Personal skills

Ask yourself which **personal skills** on the next page match yours and how they may be applied to the workplace. Use these terms in your written applications, job interviews and anytime you are discussing your skills with a potential employer.





ARE YOU?	PERSONAL SKILL
> Careful, precise, free from error?	<b>Accurate</b>
> Able to adapt oneself to new surroundings, to make suitable change so as to fit new conditions?	<b>Adaptable</b>
> Watchful, wide awake, ready to act?	<b>Alert</b>
> Full of ambition, strong desire 'to do' something?	<b>Ambitious</b>
> Feeling and inspiring friendliness, likeable?	<b>Amiable</b>
> Good at employing analytic methods, separating things into their parts of elements?	<b>Analytical</b>
> Able to express yourself clearly?	<b>Articulate</b>
> Insistent on one's rights or opinions?	<b>Assertive</b>
> Able to notice, pay attention, careful attention?	<b>Attentive</b>
> Tolerant or liberal in thought or opinion?	<b>Broad-minded</b>
> Practical, systematic?	<b>Businesslike</b>
> Serene, still, peaceful, undisturbed?	<b>Calm</b>
> Skilled and able to...?	<b>Capable</b>
> Watchful, cautious, concerned for?	<b>Careful</b>
> Adequately qualified, have ability in...?	<b>Competent</b>
> Trusting, fully assured, have belief and trust in yourself?	<b>Confident</b>
> With good moral understanding of right and wrong?	<b>Conscientious</b>
> Constant to same principles, not changing?	<b>Consistent</b>
> Able to work well with others?	<b>Cooperative</b>
> Devoted to your aims and goals?	<b>Dedicated</b>
> Described as able to be relied on?	<b>Dependable</b>
> Resolved on a course of action?	<b>Determined</b>
> Competent, capable, able to get results?	<b>Efficient</b>

ARE YOU?	PERSONAL SKILL
> Active, full of life, vigorous, an energetic worker?	<b>Energetic</b>
> With strong interest and great eagerness?	<b>Enterprising</b>
> Manageable, adaptable, versatile?	<b>Flexible</b>
> Energetic, industrious?	<b>Hardworking</b>
> Sincere?	<b>Honest</b>
> Ability to work on your own without being constantly supervised?	<b>Independent</b>
> Hardworking, diligent?	<b>Industrious</b>
> Good at making changes, introducing something new?	<b>Innovative</b>
> Able to clearly recognise your need for having a job?	<b>Motivated</b>
> A person who believes that good prevails over bad?	<b>Optimistic</b>
> Eager to place things in working order?	<b>Organised</b>
> Calm?	<b>Patient</b>
> Genuinely able to enjoy working/being with people?	<b>People-oriented</b>
> Steadfast pursuit to an aim, refusing to give up, applying continued effort?	<b>Persevering</b>
> Inclined or suited to useful action, rather than speculation?	<b>Practical</b>
> Good at making things?	<b>Productive</b>
> Of practical views/policy, truth/detail, presenting people/scenes as they are?	<b>Realistic</b>
> Dependable?	<b>Reliable</b>
> Able to supply what is needed, quick witted?	<b>Resourceful</b>
> Capable of rational conduct, trustworthy?	<b>Responsible</b>
> Able to turn easily or readily from one occupation/job to another, changeable?	<b>Versatile</b>



## Checklist 2 – Transferable skills

Ask yourself which transferable skills below match yours and how they may be applied to the workplace. Use these terms in your written applications, job interviews and anytime you are discussing your skills with a potential employer.

DO YOU / ARE YOU?	TRANSFERABLE SKILL
> Able to learn a new task and/or work in a different area with different co-workers?	<b>Adapt to situations</b>
> Break a problem down to see what is really going on?	<b>Analytical</b>
> Put things together with your hands?	<b>Assemble products</b>
> Use a calculator, cash register or computer to answer numerical questions?	<b>Calculate numbers</b>
> Speak and/or write well and get your ideas across to other easily?	<b>Communication</b>
> Always think about how others may feel about things, especially before you say or do things that may affect them?	<b>Considerate</b>
> Believe in and feel good about yourself?	<b>Confident</b>
> Use your imagination to come up with new ideas or to solve problems?	<b>Creative</b>
> Make good judgments about what to do in a difficult situation, even when the supervisor is not present?	<b>Decision making</b>
> Assign tasks to others to complete?	<b>Delegate</b>
> Counted on to do what you said you would do (ie show up for work on time, do your job duties well)?	<b>Dependable</b>
> Perform tasks in the fastest and simplest ways that they can be done?	<b>Efficient</b>
> Have lots of energy to use at work?	<b>Energetic</b>

DO YOU / ARE YOU?	TRANSFERABLE SKILL
> Tell others why you do certain things the way you do or why you think the way you do?	<b>Explain</b>
> Carry out many different responsibilities with very little advanced notice?	<b>Flexible</b>
> Set goals for yourself to achieve and plan ways to achieve them?	<b>Goal setting</b>
> Deal effectively with complaints made by customers or other constructive criticism?	<b>Handle complaints</b>
> Enjoy helping people solve their problems?	<b>Helpful</b>
> Look at things and make sense of them, figure out what makes things work, why there is a problem, etc?	<b>Interpretation</b>
> Do new things and carry out new responsibilities easily by watching other or by following instructions?	<b>Learn quickly</b>
> Listen/pay attention to what others are saying, without daydreaming or forming judgment about them?	<b>Listen</b>
> Help keep others' spirits up and encourage them to do their best?	<b>Motivate others</b>
> Keep track of items and how to order them?	<b>Order goods/supplies</b>
> Arrange people/plan events/put things in order so that they run smoothly?	<b>Organised</b>
> Turn relevant equipment on and off as well as know how to use it safely and wisely?	<b>Operate equipment</b>
> Think ahead about your day and keep problems/accidents from happening?	<b>Planning</b>
> A nice person for others to talk to and be with?	<b>Pleasant</b>
> Make sure that things are done accurately, correctly and exactly	<b>Precise</b>
> Write thorough and accurate notes/numbers?	<b>Record data</b>

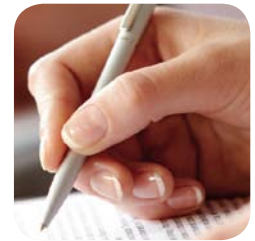


DO YOU / ARE YOU?	TRANSFERABLE SKILL
> Think of new, creative and different ways to do things when there are no obvious solutions available?	<b>Resourceful</b>
> Feel very confident and positive about yourself and your abilities?	<b>Self-assured</b>
> Friendly, patient and polite with customers and try your best to service their needs/wants?	<b>Service customers</b>
> Watch others to make sure that everything is ok and/or that they are doing their jobs well?	<b>Supervise</b>
> Follow instructions well, ask questions when you do not fully understand something?	<b>Take instructions</b>
> Plan your time so that you don't forget to do things, you're almost always/always on time and you know how to prioritise and give yourself enough time to do the things?	<b>Time management</b>
> Figure out what the problem is, why there is a problem or prevent a problem?	<b>Trouble-shoot</b>
> Trusted to get the job done, to look after things or keep information that is very important to other people?	<b>Trustworthy</b>

## Checklist 3 – Positive skill words for job applications

When writing documents for job applications including: letters, resumes and key selection criteria - it is always handy to have a reference of suitable, positive words to use in highlighting your capabilities. Here are some words which you can use to assist in reinforcing your skills to employers:

- |                  |                  |                |
|------------------|------------------|----------------|
| accelerated      | catalogued       | despatched     |
| accomplished     | chaired          | determined     |
| achieved         | characterised    | developed      |
| acquired         | chosen as        | devised        |
| acted            | clarified        | differentiated |
| adapted          | classified       | directed       |
| addressed        | closed           | discussed      |
| administered     | coached          | disseminated   |
| adopted          | co-authored      | distinguished  |
| advanced         | collaborated     | distributed    |
| advised          | collected        | diversified    |
| aided            | co-led           | diverted       |
| allocated        | compared         | documented     |
| analysed         | conceived        | doubled        |
| applied          | concentrated     | drafted        |
| appointed        | conceptualised   | earned         |
| appraised        | conducted        | edited         |
| approved         | configured       | educated       |
| arranged         | consolidated     | eliminated     |
| assembled        | consulted        | employed       |
| assigned         | contacted        | empowered      |
| assisted         | contained        | enabled        |
| assured          | contemplated     | enacted        |
| attained         | continued        | encouraged     |
| attended         | controlled       | engineered     |
| attuned to       | converted        | enhanced       |
| audited          | co-ordinated     | enjoyed        |
| authored         | copied           | enlarged       |
| automated        | corrected        | enlisted       |
| avoided          | correspond       | enrolled       |
| awarded          | counselled       | ensured        |
| balanced         | created          | equated        |
| began            | critiqued        | established    |
| believed         | curtailed        | evaluated      |
| bought           | cut              | examined       |
| broadened        | decreased        | exceeded       |
| brought in/about | delegated        | executed       |
| budgeted         | demonstrated     | expanded       |
| built            | departmentalised | expedited      |
| calculated       | designed         | experienced    |



- |              |               |               |               |              |               |
|--------------|---------------|---------------|---------------|--------------|---------------|
| experimental | improvised    | mediated      | proposed      | restored     | studied       |
| explained    | incorporated  | moderated     | protected     | restructured | substituted   |
| expressed    | increased     | modified      | provided      | re-styled    | suggested     |
| extended     | indexed       | monitored     | publicised    | retained     | summarised    |
| extracted    | indoctrinated | motivated     | published     | retrieved    | supervised    |
| facilitated  | influenced    | negotiated    | purchased     | reversed     | supported     |
| familiarised | informed      | nominated     | ran           | reviewed     | surpassed     |
| fashioned    | initiated     | obtained      | raised        | revised      | surmounted    |
| financed     | innovated     | opened        | re-arranged   | revitalised  | surveyed      |
| fine-tuned   | inspected     | operated      | recognised    | saved        | switched      |
| fixed        | inspired      | organised     | recognition   | scheduled    | synthesised   |
| focused      | installed     | originated    | recommended   | schooled     | systemised    |
| followed     | instigated    | overcame      | reconciled    | screened     | tabulated     |
| forecast     | instituted    | overhauled    | recorded      | searched     | took part     |
| formed       | instituted    | oversaw       | recruited     | secured      | taught        |
| formulated   | instructed    | packaged      | rectified     | selected     | telephoned    |
| founded      | integrated    | participated  | re-designed   | served as    | theorised     |
| gained       | interviewed   | penetrated    | reduced       | set          | trained       |
| generated    | introduced    | perfected     | referred      | settled      | transcribed   |
| given        | invented      | performed     | refined       | shaped       | translated    |
| grouped      | investigated  | permitted     | regulated     | shared       | travelled     |
| guided       | invited       | persuaded     | rehabilitated | skilled      | trimmed       |
| handled      | issued        | pioneered     | related       | sold         | tripled       |
| harmonised   | judged        | planned       | re-located    | solidified   | turned around |
| headed       | kept          | played        | remodelled    | solved       | undertook     |
| held         | launched      | prepared      | renovated     | sorted       | upgraded      |
| helped       | lectured      | presided over | re-organised  | specified    | used          |
| hired        | led           | prioritised   | repaired      | sponsored    | utilised      |
| hosted       | liaised       | processed     | reported      | stimulated   | validated     |
| identified   | lowered       | produced      | re-positioned | stored       | verified      |
| illustrated  | made          | programmed    | represented   | straightened | voted         |
| imagined     | maintained    | progressed    | researched    | streamlined  | won           |
| implemented  | managed       | projected     | re-shaped     | strengthened | worked        |
| improved     | marketed      | promoted      | resolved      | structured   | wrote         |

**Positive words list:**

Choose 6 words that make a positive impression on you

**Put the words into context:**

Write a sentence using the word to highlight your individual skills