SKILLS CARDS

Print these pages and
cut on dotted lines to create your personal deck.

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VERY SATISFYING

(Choose up to 5 cards)

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SKILLS CARDS INSTRUCTIONS
STEP 1

Find a table or other surface to work on. Spread the four header cards across the top of the table. Read each skill card and place it beneath the header card that best expresses your feelings about that skill.

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MODERATELY SATISFYING

(Choose up to 10 cards)

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STEP 2

The next step is “focusing.” Begin by selecting the **five most satisfying** skills from the cards in your **VERY SATISFYING** group. Place any extra cards in the **MODERATELY SATISFYING** group. From the **MODERATELY SATISFYING** group, select the **10 most satisfying** skills and place any remaining cards in the **SOMEWHAT SATISFYING** group. Finally, choose up to **20 SOMEWHAT SATISFYING** skills and place any extra cards in the **NOT SATISFYING** group.

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SOMEWHAT SATISFYING

(Choose up to 20 cards)

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STEP 3

On a separate sheet of paper, record all of the numbers of the skills you selected for each group. You will need to enter these numbers into FreeIS on the computer.

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NOT SATISFYING

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01 DEPENDABILITY

Working in a reliable and responsible manner.

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02 FLEXIBILITY

Accepting change and variety in the workplace.

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03 PERSISTENCE

Working continuously despite interruption.

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04 INTEGRITY

Avoiding unethical behavior and being honest.

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05 EFFICIENCY

Effectively using resources.

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06 COMPETITIVENESS

Striving to be the best.

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07 SOCIAL PERCEPTION

Being aware of the needs and feelings of others.

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08 INDEPENDENT WORK

Working with little or no supervision.

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09 TEAM WORK

Working cooperatively with others.

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10 WORKING WITH THE PUBLIC

Representing the organization and communicating with persons outside the organization.

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11 ASSISTING/CARING

Providing assistance, care, or service to others.

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12 PERFORMING

Interacting with others to entertain or sell.

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13 INSTRUCTING

Teaching, guiding, or motivating others.

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14 FINGER DEXTERITY

Coordinating movements of the fingers.

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15 MANUAL DEXTERITY

Coordinating movements of the hand, arm and hand, or both hands.

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16 MOTOR COORDINATION

Coordinating movements of two or more limbs together.

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17 STAMINA

Exerting one's self physically over long periods of time.

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18 STRENGTH

Exerting force repeatedly or continuously.

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19 RAPID RESPONSE

Moving quickly and correctly between two different activities.

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20 SOUND DISCRIMINATION

Detecting the difference between sounds, pitch, or loudness.

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21 SHAPE DISCRIMINATION

Detecting the difference between sizes, shapes, and mass.

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22 COLOR VISION

Detecting the difference between colors, shades, and brightness.

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23 DEPTH PERCEPTION

Detecting the distance between objects.

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24 VISUALIZING

Forming a mental image of how something will look after it is moved or when its parts are moved.

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25 CREATIVITY

Originating, designing, or creating new ideas, relationships, systems, artworks, or products.

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26 AESTHETIC JUDGMENT

Recognizing artistic or natural beauty.

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27 STRESS TOLERANCE

Dealing calmly and effectively with tense situations.

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28 HAZARDS TOLERANCE

Working in potentially dangerous conditions.

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29 DISCOMFORT TOLERANCE

Working in unpleasant environmental conditions.

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30 REPETITION TOLERANCE

Continuously performing the same action.

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31 FOLLOWING PROCEDURES

Correctly following a given set of rules to complete a task.

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32 CATEGORIZING

Identifying items by similarities.

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33 RECORD KEEPING

Entering, transcribing, recording, storing, or maintaining information.

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34 ATTENTION TO DETAIL

Checking each item or task carefully.

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35 VERIFYING INFORMATION

Evaluating information against a set of standards or ensuring that it is correct.

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36 INSTALLING

Setting up equipment, machines, or structures to meet specifications.

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37 INSPECTING

Checking and evaluating equipment, structures, and products.

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38 REPAIRING

Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.

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39 TROUBLESHOOTING

Determining the cause and solution of an error.

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40 CONTROLLING MACHINES

Using control mechanisms or direct physical activity to operate machines.

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41 OPERATING VEHICLES

Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

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42 USING COMPUTERS

Working with computers by using programs or entering data.

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43 PROGRAMMING

Writing computer programs.

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44 TECHNOLOGY DESIGN

Developing or adapting equipment and technology.

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45 CALCULATING

Adding, subtracting, multiplying, and dividing.

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46 ESTIMATING

Approximating distances, quantities, time, costs, resources, or materials.

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47 BUDGETING

Allocating financial resources.

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48 MATH REASONING

Using mathematical methods to understand and solve problems.

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49 SCIENCE REASONING

Using scientific methods to understand and solve problems.

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50 READING

Understanding information and ideas presented in writing.

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51 WRITING

Communicating information and ideas in writing.

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52 SPEAKING

Talking to others to convey information.

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53 LISTENING

Listening to what people are saying and asking questions.

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54 CONCENTRATING

Focusing on a task without interruption.

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55 INFORMATION GATHERING

Locating and identifying information.

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56 EVALUATING

Judging the success or progress of an idea, work activity, or project.

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57 ADVISING

Providing consultation or advice to others.

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58 SYNTHESIZING

Reorganizing information to get a better approach to problems.

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59 ANALYZING

Examining information and using logic to solve problems.

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60 PLANNING

Developing approaches for implementing ideas.

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61 ACTIVE LEARNING

Working with new material or information to understand the implications.

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62 USING KNOWLEDGE

Using work-related experience.

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63 SAFETY OF OTHERS

Managing the work environment to provide for the health and safety of others.

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64 PERSUADING

Convincing others to approach things differently.

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65 NEGOTIATING

Bringing others together and trying to reconcile differences.

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66 CONFRONTING

Communicating a position opposed by others.

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67 INITIATING

Taking on new responsibilities and challenges.

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68 COORDINATING

Organizing people and activities to complete tasks.

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69 DIRECTING/LEADING

Providing leadership and direction to others.

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70 DECISION MAKING

Understanding information and reaching a conclusion to solve problems.

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71 MANAGING RESOURCES

Determining the best use of human resources, finances, and material resources.

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72 IMPACT OF RESPONSIBILITY

Accepting the long-term outcome of decisions.

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