



YOUR BENEFITS & SKILLS

Transferrable skills are portable skills that you can take with you from job to job. In your military career you developed many skills. Rate your skills and then consider how your skills will help you in your next career.

PEOPLE SKILLS	Good	OK	Needs Work
Team Work Skills Openly expresses views and opinions within a group. Willing to take on tasks and responsibilities to help the team reach its objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills Speak clearly and listen attentively. Able to convey information so that it is received and understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills Can communicate a vision or goal to others. Able to push for action and results and wins the support of colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills Relate well to people. Able to control feelings in difficult situations and respond appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK SKILLS	Good	OK	Needs Work
Organization Skills Effectively use resources. Structure and manage work and get it completed on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management Able to prioritize and use time efficiently. Can change priorities as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Able to identify and evaluate challenges that get in the way of a goal. Can use problem solving strategies to find solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL SKILLS	Good	OK	Needs Work
Learning Open to opportunities to learn new things. Seek feedback to improve performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation Driven to meet and exceed goals. Confident in ability to succeed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity Able to maintain confidential business information. Work in a professional manner when dealing with colleagues and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability Can embrace new challenges and new ways of doing things. Able to react effectively to new ideas and targets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are your best skills? _____

How can you use these skills in today's workplace? _____

