

HCS Career Self-Assessment

Competency Inventory

Career competencies are a set of natural abilities that have been developed through formal or non-formal education, work experience and behavior needed to effectively perform a job function. Core competencies are required for all role profiles which can be leveraged widely to many products, services, markets, industries and companies.

Circle or **Highlight** those words that best describe you *and the image you wish to make to your next employer*. Feel free to write in any other descriptive words or skills that may help clarify "Who You Are". Then **List your Top 8 attributes, skills and competencies in order of Strength**. i.e. Energetic, Achievement Oriented, Motivation, Detail Oriented, Adaptable, Resourceful, Dedicated, Creative Thinking, Strategic, Resourceful, Focused, etc.

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|---------------------------|------------------------|-----------------------------|
| Achievement Oriented | Clear/Rapid Reactions | Multi-tasking assignments |
| Aggressive | Diligence/Persistence | Adaptability/Flexibility |
| Ambitious | Dedication/Loyalty | Creative/Innovative |
| Desire to Succeed | Experienced/Seasoned | Detail Oriented |
| Energetic | Organizational Ability | Efficient Work |
| Focused | Learning Quickly | Planning/Conceptual Skills |
| Go Getter | Strong Accomplishments | Project Oriented |
| Hard Worker | Well Rounded | Reliable |
| Motivated | Versatile | Patience |
| Results Oriented | Facilitator | Resourceful |
| Commitment to Excellence | Creative Thinking | Analytically Oriented |
| Confident Decision Making | Tenacious | Dedicated Team Player |
| Honesty/Integrity | Solution provider | Entrepreneurial |
| Persistence | Bottom-line driven | Respected by Others |
| Innovative | Self-Management | Responsible |
| Leadership Skills | Visualization | Positive Attitude |
| Dynamic | Outcome-based | Committed to Excellence |
| Clear Communicator | Reasoning | Precise/Detailed |
| Enjoys a Challenge | Strategic | Efficient/Effective Actions |
| Problem Solver | Resilient | Focused |

List Top 8 Strengths below:

1.	5.
2.	6.
3.	7.
4.	8.

Now take the first letter of each prioritized competency and strength and create your own acronym by inserting each letter in a box below.

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Lastly, memorize this group of letters to recall your competencies and strengths quickly during an interview or networking conversation or meeting.

Tip: Develop stories and examples about your 8 competencies and strengths that describe a **C.A.R** statement: **Challenge + Action = Result**. These stories and examples are your accomplishments (**Action=Result**) that are out-lined as bullet points on your resume. During your interview, talk about the **Challenge** and **HOW** you did it.

Skills Inventory

Circle or Highlight all the skills that describe yourself and indicate your best and strongest ones in *all* categories. Then **select your Top 12 choices** from the choices, as you did for the personality section above.

PEOPLE SKILLS

Building Rapport/Relationships
 Communication/Interpersonal Skills
 Resolving Client Concerns
 Keeping Staff Turnover Low
 Project Development
 Evaluating Employee Performance
 Improving Productivity
 Problem Resolution
 Supervisory Skills
 Time Management
 Writing/Editing

COMMUNICATION

Strong Follow Up
 Product Development/Introduction
 Proven Achievement Record
 Market Analysis/Research
 Presentation Skills
 Referral Development
 Creative Sales Approaches
 Large Account/National Sales
 Merchandising
 Cold Calling
 Handling Rejection Positively
 Account Development
 Successful Account Protection
 Resolving Client Concerns
 Superior Communication
 Top Management Interaction
 Continuing Business Education

OPERATIONS / MANAGEMENT

Attention to Customer Service
 Administration
 Developing Business Strategies
 Direct Mail & Telemarketing
 Developing Startup Businesses
 Interviewing Others
 Entrepreneurialism
 General Accounting Knowledge
 Policy Formulation
 Market Assessment
 Negotiation
 Motivating Others
 New Market Identification
 Operations Management
 P & L Responsibilities
 Performance Evaluations
 Productivity Improvement
 Public Relations
 Quality Control
 Recruiting
 Staff Supervision
 Training & Development
 Troubleshooting

ACCOUNTING / FINANCE

General Accounting/Finance
 Accounts Payable/Receivable
 Auditing / Inventory Management
 Financial Statements

Bookkeeping
 Benefits/Payroll
 Expense Control
 Detailed Analysis
 Bank Reconciliation's
 Financial Management
 Organization/Record Keeping
 General Ledger

OTHER GENERAL SKILLS

Careful Research/Analysis
 High Ethics and Integrity
 Creating Positive Enthusiasm
 Meeting Aggressive Schedules
 Working With All Ability Levels
 Advertising/Public Relations
 Dedication/Commitment
 Needs Assessments/Evaluations
 Creative Program Development
 Computer Skills
 Continuing Education
 Relationship Building
 Verbal/Written Skills
 Maintaining High Standards
 Accurately Analyzing Behavior
 Patience & Encouragement
 Inventory/Office Management
 Delegating Authority
 Clearly Explaining Concepts

List your Top 12 Skills below:

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

TIP: Make sure you insert these skills (keywords) in a table under your career summary (profile) at the top of your resume. These skills can be tailored (add – subtract) to your audience, target industries and companies.