

What are your unique skills and abilities?

Overview

What follows are some examples of competencies to get you thinking about what differentiates you from other candidates. As you read them mark those that you feel describe you. You can combine them or change the wording so it illustrates your value.

Competencies Dealing with People

___ **Establishing Focus:** The ability to develop and communicate goals in support of the business' mission. Acts to align own unit's goals with the strategic direction of the business.

___ **Providing Motivational Support:** The ability to enhance others' commitment to their work.

___ **Fostering Teamwork:** As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to effectively work together.

___ **Empowering Others:** The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employee's freedom to complete tasks and projects.

___ **Managing Change:** The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.

___ **Developing Others:** The ability to delegate responsibility and coach them on how to develop their capabilities.

___ **Managing Performance:** The ability to take responsibility for one's own performance, setting clear goals and expectations, tracking progress against the goals.

Communication and Influencing Competencies

___ **Attention to Communication:** The ability to ensure that information is passed on to others.

___ **Oral Communication:** The ability to express oneself clearly in conversations and interactions.

___ **Written Communication:** The ability to express oneself clearly in business writing, using graphics and other aids to clarify complex or technical information.

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___ **Persuasive Communication:** The ability to plan and deliver oral and written communications that make an impact and influence their intended audiences.

___ **Interpersonal Awareness:** The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.

___ **Influencing Others:** The ability to gain others' support for ideas, projects, and solutions by presenting arguments that address others' concerns and issues, looking for win-win solutions.

___ **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization.

___ **Customer Orientation:** The ability to demonstrate concern for internal and external customers, respond in a timely manner to customers and anticipate their needs.

Competencies Dealing with Business

___ **Diagnostic Information Gathering:** The ability to identify the information needed to clarify a situation, analyze information, and use skillful questioning to draw out the facts.

___ **Analytical Thinking:** The ability to tackle a problem by using a logical, systematic, sequential approach.

___ **Forward Thinking:** The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.

___ **Conceptual Thinking:** The ability to find effective solutions by taking a holistic, abstract, or theoretical perspective.

___ **Strategic Thinking:** The ability to analyze the organization's competitive position by considering market and industry trends, existing and potential customers, and strengths and weaknesses.

___ **Technical Expertise:** The ability to demonstrate depth of knowledge and skill in a technical area.

___ **Critical Thinking Skills:** The ability to use skills and learned knowledge and apply it to brand new, unknown problems or situations.

Competencies on Achieving Results

___ **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.

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___ **Entrepreneurial Orientation:** The ability to look for and seize profitable business opportunities; willingness to take calculated risks to achieve business goals.

___ **Fostering Innovation:** The ability to develop, sponsor, or support the introduction of new and improved method, products, procedures, or technologies.

___ **Results Orientation:** The ability to focus on the desired results of one's own or one's unit's work, setting challenging goals, focusing efforts on the goals, and meeting or exceeding them.

___ **Thoroughness:** Ensuring that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.

___ **Decisiveness:** The ability to make difficult decisions in a timely manner, while taking full responsibility for them.

Self-Management Competencies

___ **Self Confidence:** Faith in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition. Approaches challenging tasks with a "can-do" attitude.

___ **Stress Management:** The ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation.

___ **Personal Credibility:** Demonstrated responsibility, reliability, and trustworthiness.

___ **Flexibility:** Openness to different and new ways of doing things; willingness to modify preferred way of doing things.

___ **Courageous:** Demonstrates confidence, decisiveness and the ability to take calculated risks.

___ **Adaptability:** open to and positively adapts to change

___ **Problem Solver/Problem Resolution:** creates innovative business solutions by establishing a vision and driving to through new ideas, processes and continuous improvement

___ **Work Ethic:** is regarded as reliable and able to take initiative. Is highly trustful, sincere and honest.

Other Skills

___ **Public Speaking:** Able to make formal presentations: presents ideas, positions and problems in an interesting way.

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____ **Supervising:** Delegates responsibilities and establishes an appropriate system of accountability; able to monitor progress and assess the quality of job performance of others.

____ **Decision Making:** Able to identify all possible options, weigh the pros and cons, assess feasibility and choose the most viable.

____ **Customer Service:** Able to build a relationship of mutual trust with clients; able to handle complaints and concerns in a sensitive way.

____ **Planning:** Able to plan projects, events and programs; able to establish objectives and needs, evaluates options and chooses the best option.

____ **Organization:** Able to organize information, people or things in a systematic way; able to establish priorities and meet deadlines.

____ **Advanced Writing:** Able to select, interpret, organize and synthesize key ideas able to edit a written text to ensure that the message is as clear, concise and accurate as possible.

____ **Research:** Knows how to find and collect relevant background information; able to analyze data, summarize findings and write a report.

____ **Language:** Functionally bi-lingual; able to translate and or interpret in a given language.

____ **Artistic:** Uses color and design creatively; able to design displays and advertising material in print, video and on the web.