

## Functional Skills Checklist

Identify your functional skills by checking the box next to each skill and trait that you possess.

Organizational and Interpersonal Skills					
	communicating		attaining		creating
	analyzing/assessing		team building		judging controlling
	problem solving		updating		organizing
	planning		coaching		persuading
	decision-making		supervising		encouraging
	innovating		estimating		improving
	thinking logically		negotiating		designing
	evaluating		administering		consulting
	identifying problems		trouble-shooting		teaching
	synthesizing		implementing		cultivating
	forecasting		self-understanding		advising
	tolerating ambiguity		understanding		training
	motivating		setting goals		interpreting
	leading		conceptualizing		achieving
	selling		generalizing		reporting
	performing		managing time		managing
	reviewing				

Personality and Work Style Traits					
	diligent		orderly		competent
	patient		tolerant		punctual
	innovative		frank		receptive
	persistent		cooperative		diplomatic
	tactful		dynamic		self-confident
	loyal		self-starter		tenacious
	successful		precise		discrete
	versatile		sophisticated		talented
	enthusiastic		effective		empathetic
	outgoing		honest		tidy
	expressive		reliable		candid
	adaptable		perceptive		adventuresome
	democratic		assertive		firm
	resourceful		sensitive		sincere
	determining		astute		initiator
	creative		risk taker		competent
	open		easygoing		diplomatic
	objective		calm		efficient
	warm		flexible		

