



Professional Skills Inventory

Most organizations – large and small, public and private, local and global – are seeking employees who can demonstrate key professional (or transferrable) skills and competencies.

General skills are valued because they help new employees to be successful in the workplace and contribute positively to the organization’s vision (Cregten, 2013; Rodney, 2011). These are skills that you may have developed through part-time work, volunteering, or through class projects and assignments.

Some of the most sought after skills are highlighted in the chart below. Take a few minutes to do a quick inventory. Knowing what you’re good at and where you have room to grow will help you identify positions and work environments where you are likely to succeed and continue to develop your skills.

Skill	Definition	How an interviewer might ask about this skill ...	What are some ways that you have developed and/or applied this skill?	What are some ways that you can learn or continue to learn this skill?
Communication (verbal/written)	Able to listen and present your ideas to anyone or in any situation.	<i>“How do you get your point across in a way that others can understand?”</i>		
Teamwork / Collaboration	Being seen as a contributing participant and working with a diverse team.	<i>“Tell me about a time when you have had to work as a part of a team. How did you impact the outcome?”</i>		
Organization	Managing your time, organizing work, and prioritizing work appropriately.	<i>“Tell me about a time when you had to balance many competing priorities with similar deadlines?”</i>		
Willingness to Learn	Always looking for ways to continually develop your skills and learn about yourself.	<i>“What is your approach to understanding something you don’t know?”</i>		
Innovation / Creativity	Ability to come up with new ways of doing things.	<i>“Tell me about a time when you came up with a new way of doing things. How did you start?”</i>		



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Competency	Definition	How an interviewer might ask about this skill ...	What are some ways that you have developed and/or applied this skill?	What are some ways that you can learn or continue to learn this skill?
Civic Engagement	Making a difference in your community by using your strengths, values, and skills for the good of others.	<i>"How have you contributed to a significant community you are a part of?"</i>		
Problem-solving	The ability to understand, and articulate a problem, seek a variety of perspectives and use an appropriate method to find a solution.	<i>"What would your approach be to solving this problem: How many windows are there in downtown Vancouver?"</i>		
Self-management / Self-knowledge	Awareness of one's skills, strengths, and limitations. Able to leverage strengths and to regulate emotions in the workplace.	<i>"Tell me about a time when you failed. What did you learn?"</i>		
Adaptability / Flexibility	Ability to adjust strategy or approach based on the situation or unexpected circumstances.	<i>"Tell me about a time when you had to respond to changing expectations."</i>		
Results-oriented	Ability to get 'stuff' done.	<i>"What was the impact or result of ...?"</i>		
Relationship Management	Being out there meeting people and asking 'What can I do for you?'	<i>"Tell me about a time when you managed relationships, partnerships, or stakeholders."</i>		



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Global/Cultural Fluency	Understanding and valuing the fact that not everyone thinks the same as you.	<i>“How do you seek perspectives that are different from your own?”</i>		
Initiative	Ability to take action without much direction or advice of others.	<i>“Tell me about a time when you had to act alone or without close supervision.”</i>		
Interpersonal Skills	Ability to navigate various personalities in the workplace.	<i>“Tell us about a time when you had to resolve a conflict with a peer or co-worker.”</i>		
Customer Service	Listening to and responding to the needs of a customer.	<i>“How do you respond to not knowing information to answer a question from a customer?”</i>		
Judgment	Knowing how to assess a situation and take calculated action.	<i>“What factors do you prioritize when making a decision?”</i>		

References:

Cregten, S. (2013). *Core Competencies that Medium and Large Employers Want in New Graduates*. Vancouver: University of British Columbia.
Rodney. (2011). *Workplace Competencies Report*. Toronto: University of Toronto.