

12 Essentials for Success: A Personal Inventory

Fill in the circles for the skills listed below each competency to represent your current level using the scale provided. Based on your skill levels indicated, rank the 12 Essentials from 1-12 with 1 being your strongest competency area and 12 being your weakest.

No experience/Very limited skill
①

②

Some experience/Some skill
③

Significant experience/Confidence
④ ⑤

Acquiring Knowledge	
Absorbing concepts and facts	① ② ③ ④ ⑤
Accessing sources of information	① ② ③ ④ ⑤
Connecting related ideas	① ② ③ ④ ⑤
Balancing broad-based learning with capacity for specialization	① ② ③ ④ ⑤
Maintaining an active, inquisitive mind	① ② ③ ④ ⑤
Balancing Work & Life	
Giving time to each of the important dimensions of life: work, family, personal interests, community, spiritual	① ② ③ ④ ⑤
Remaining flexible when one or more dimensions need extra attention	① ② ③ ④ ⑤
Paying attention to personal needs	① ② ③ ④ ⑤
Showing sensitivity to the balance needs of others	① ② ③ ④ ⑤
Communicating Effectively	
Tailoring messages to specific audiences	① ② ③ ④ ⑤
Interpreting messages accurately	① ② ③ ④ ⑤
Writing concisely	① ② ③ ④ ⑤
Speaking clearly	① ② ③ ④ ⑤
Presenting professionally and in a way that captivates an audience	① ② ③ ④ ⑤
Listening well	① ② ③ ④ ⑤
Understanding how to craft a persuasive argument	① ② ③ ④ ⑤
Contributing to a Team	
Recognizing and validating the perspectives of team members	① ② ③ ④ ⑤
Identifying individual strengths (yours and others') and harnessing them for the group	① ② ③ ④ ⑤
Building consensus	① ② ③ ④ ⑤
Knowing when to lead, when to follow	① ② ③ ④ ⑤
Appreciating group dynamics	① ② ③ ④ ⑤
Developing Professional Competencies	
Mastering tools or techniques that improve workflow	① ② ③ ④ ⑤
Knowing potential and limits of a technology or method, and best application	① ② ③ ④ ⑤
Acquiring formal training when appropriate	① ② ③ ④ ⑤
Respecting formal standards	① ② ③ ④ ⑤
Continually upgrading skills and keeping abreast of new technologies or methods	① ② ③ ④ ⑤
Embracing Change	
Accepting inevitability of change	① ② ③ ④ ⑤
Recognizing its cyclical and sometimes persistent nature	① ② ③ ④ ⑤
Seeing change as opportunity	① ② ③ ④ ⑤
Understanding how people respond to change	① ② ③ ④ ⑤
Helping others move forward	① ② ③ ④ ⑤
Managing Time & Priorities	
Breaking large assignments into manageable tasks	① ② ③ ④ ⑤
Organizing action steps in a logical sequence	① ② ③ ④ ⑤
Separating essential information from non-essential, urgent from trivial with regard to stakeholder interests	① ② ③ ④ ⑤
Developing plans	① ② ③ ④ ⑤

Managing Time & Priorities, continued	
Imposing structure when needed	① ② ③ ④ ⑤
Staying on task, restricting distractions	① ② ③ ④ ⑤
Adjusting to continual changes	① ② ③ ④ ⑤
Navigating Across Boundaries	
Comprehending the relationship between the parts and the whole	① ② ③ ④ ⑤
Recognizing common interests	① ② ③ ④ ⑤
Respecting norms and values of other domains	① ② ③ ④ ⑤
Acknowledging turf but not being deterred by it	① ② ③ ④ ⑤
Adjusting quickly to new environments	① ② ③ ④ ⑤
Performing with Integrity	
Acting consistently	① ② ③ ④ ⑤
Keeping your word	① ② ③ ④ ⑤
Following through	① ② ③ ④ ⑤
Operating from a code of ethics	① ② ③ ④ ⑤
Making principled decisions	① ② ③ ④ ⑤
Treating others fairly	① ② ③ ④ ⑤
Behaving in a “transparent” way	① ② ③ ④ ⑤
Accepting responsibilities and admitting mistakes	① ② ③ ④ ⑤
Solving Problems	
Defining contexts	① ② ③ ④ ⑤
Gathering information from reliable sources	① ② ③ ④ ⑤
Viewing from multiple perspectives	① ② ③ ④ ⑤
Developing and testing hypotheses	① ② ③ ④ ⑤
Approaching with a win-win orientation	① ② ③ ④ ⑤
Collaborating	① ② ③ ④ ⑤
Envisioning resolution	① ② ③ ④ ⑤
Thinking Critically	
Sifting through mounds of data to identify pertinent elements	① ② ③ ④ ⑤
Sorting data by relevance	① ② ③ ④ ⑤
Applying qualitative or quantitative measures to detect trends	① ② ③ ④ ⑤
Making sense of disparate or conflicting information	① ② ③ ④ ⑤
Recognizing assumptions inherent in analysis	① ② ③ ④ ⑤
Working in a Diverse Environment	
Valuing others	① ② ③ ④ ⑤
Embracing difference	① ② ③ ④ ⑤
Regarding group diversity as a strength	① ② ③ ④ ⑤
Understanding one’s own identity development	① ② ③ ④ ⑤
Admitting and eradicating personal biases	① ② ③ ④ ⑤
Demonstrating commitment to diversity through supportive actions	① ② ③ ④ ⑤

Make it a goal to integrate as many of these into your resume as you can, whether through part-time jobs, internships, coursework, volunteer experience, student clubs or organizations. But remember to include what is **RELEVANT** to your audience. Your resume is not a one-size-fits-all document.

TIP: Make a master resume for yourself that includes all of your experiences and skills so that you can easily trim out the irrelevant information as you prepare your resume for specific employers and positions.