

CAREER INFORMATION SYSTEM



SKILLS

CARDS

*Print these pages and
cut on dotted lines to create your personal deck.*

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May be reprinted for use with the CIS SKILLS component

VERY SATISFYING

(Choose up to 5 cards)

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SKILLS CARDS INSTRUCTIONS

STEP 1

Find a table or other surface to work on. Spread the four header cards across the top of the table. Read each skill card and place it beneath the header card that best expresses your feelings about that skill.

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MODERATELY SATISFYING

(Choose up to 10 cards)

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STEP 2

The next step is “focusing.” Begin by selecting the five most satisfying skills from the cards in your **VERY SATISFYING** group. Place any extra cards in the **MODERATELY SATISFYING** group. From the **MODERATELY SATISFYING** group, select the 10 most satisfying skills and place any remaining cards in the **SOMEWHAT SATISFYING** group. Finally, choose up to 20 **SOMEWHAT SATISFYING** skills and place any extra cards in the **NOT SATISFYING** group.

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SOMEWHAT SATISFYING

(Choose up to 20 cards)

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STEP 3

On a separate sheet of paper, record all of the numbers of the skills you selected for each group. You will need to enter these numbers into the SKILLS program on the computer.

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NOT SATISFYING

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01

DEPENDABILITY

Working in a reliable and responsible manner.

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05

EFFICIENCY

Effectively using resources.

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02

FLEXIBILITY

Accepting change and variety in the workplace.

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06

COMPETITIVENESS

Striving to be the best.

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03

PERSISTENCE

Working continuously despite interruption.

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07

SOCIAL PERCEPTION

Being aware of the needs and feelings of others.

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04

INTEGRITY

Avoiding unethical behavior and being honest.

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08

INDEPENDENT WORK

Working with little or no supervision.

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09

TEAMWORK

Working cooperatively with others.

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13

INSTRUCTING

Teaching, guiding, or motivating others.

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10 WORKING WITH THE PUBLIC

Representing the organization and communicating with persons outside the organization.

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14 FINGER DEXTERITY

Coordinating movements of the fingers.

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11 ASSISTING/CARING

Providing assistance, care, or service to others.

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15 MANUAL DEXTERITY

Coordinating movements of the hand, arm and hand, or both hands.

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12 PERFORMING

Interacting with others to entertain or sell.

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16 MOTOR COORDINATION

Coordinating movements of two or more limbs together.

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17

STAMINA

Exerting one's self physically over long periods of time.

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21

SHAPE DISCRIMINATION

Detecting the difference between sizes, shapes, and mass.

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18

STRENGTH

Exerting force repeatedly or continuously.

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22

COLOR VISION

Detecting the difference between colors, shades, and brightness.

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19

RAPID RESPONSE

Moving quickly and correctly between two different activities.

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23

DEPTH PERCEPTION

Detecting the distance between objects.

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20

SOUND DISCRIMINATION

Detecting the difference between sounds, pitch, or loudness.

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24

VISUALIZING

Forming a mental image of how something will look after it is moved or when its parts are moved.

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25

CREATIVITY

Originating, designing, or creating new ideas, relationships, systems, artworks, or products.

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29

DISCOMFORT TOLERANCE

Working in unpleasant environmental conditions.

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26

AESTHETIC JUDGMENT

Recognizing artistic or natural beauty.

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30

REPETITION

Continuously performing the same action.

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27

STRESS TOLERANCE

Dealing calmly and effectively with tense situations.

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31

FOLLOWING PROCEDURES

Correctly following a given set of rules to complete a task.

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28

HAZARDS TOLERANCE

Working in potentially dangerous conditions.

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32

CATEGORIZING

Identifying items by similarities.

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33

RECORD KEEPING

Entering, transcribing, recording, storing, or maintaining information.

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37

INSPECTING

Checking and evaluating equipment, structures, and products.

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34

ATTENTION TO DETAIL

Checking each item or task carefully.

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38

REPAIRING

Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.

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35

VERIFYING INFORMATION

Evaluating information against a set of standards or ensuring that it is correct.

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39

TROUBLESHOOTING

Determining the cause and solution of an error.

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36

INSTALLING

Setting up equipment, machines, or structures to meet specifications.

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40

CONTROLLING MACHINES

Using control mechanisms or direct physical activity to operate machines.

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41 OPERATING VEHICLES

Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

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45 CALCULATING

Adding, subtracting, multiplying, and dividing.

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42 USING COMPUTERS

Working with computers by using programs or entering data.

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46 ESTIMATING

Approximating distances, quantities, time, costs, resources, or materials.

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43 PROGRAMMING

Writing computer programs.

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47 BUDGETING

Allocating financial resources.

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44 TECHNOLOGY DESIGN

Developing or adapting equipment and technology.

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48 MATH REASONING

Using mathematical methods to understand and solve problems.

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49

SCIENCE REASONING

Using scientific methods to understand and solve problems.

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53

LISTENING

Listening to what people are saying and asking questions.

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50

READING

Understanding information and ideas presented in writing.

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54

CONCENTRATING

Focusing on a task without interruption.

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51

WRITING

Communicating information and ideas in writing.

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55

INFORMATION GATHERING

Locating and identifying information or ideas.

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52

SPEAKING

Talking to others to convey information.

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56

EVALUATING

Judging the success or progress of an idea, work activity, or project.

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57

ADVISING

Providing consultation or advice to others.

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61

ACTIVE LEARNING

Working with new material or information to understand the implications.

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58

SYNTHESIZING

Reorganizing information to get a better approach to problems.

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62

USING KNOWLEDGE

Using work-related experience.

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59

ANALYZING

Examining information and using logic to solve problems.

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63

SAFETY OF OTHERS

Managing the work environment to provide for the health and safety of others.

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60

PLANNING

Developing approaches for implementing ideas.

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64

PERSUADING

Convincing others to approach things differently.

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65

NEGOTIATING

Bringing others together and trying to reconcile differences.

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69

DIRECTING/LEADING

Providing leadership and direction to others through a process of give and take.

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66

CONFRONTING

Communicating a position opposed by others.

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70

DECISION MAKING

Understanding information and reaching a conclusion to solve problems.

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67

INITIATING

Taking on new responsibilities and challenges.

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71

MANAGING RESOURCES

Determining the best use of human resources, finances, and material resources.

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68

COORDINATING

Organizing people and activities to complete tasks.

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72

IMPACT OF RESPONSIBILITY

Accepting the long-term outcome of decisions.

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