

SKILLS SELF-ASSESSMENT

Volunteering can give you valuable experience to help you identify education or employment needs or to help you build a resume and find your career! Use this tool to help you match YOUR skills and interests to volunteer ideas that may connect you to your PASSION. Then visit the Canada Service Corps website to access hundreds of volunteer opportunities.

SKILLS	GOOD AT	ACTIONS	TO DEVELOP
Communication	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Reading, comprehending • Writing, editing • Talking, explaining, teaching, facilitating • Questioning, resolving conflicts, listening • Persuading, self-expression, building relationships 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Creative	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Creating, inventing, designing, displaying • Performing, entertaining, presenting • Design – graphics, drawing, painting, sculpting • Writing, playwriting, composing 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Financial / Fundraising	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Fund development • Event management • Resource management • Financial planning 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Interpersonal	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Customer Service – helping others • Team building • Advising, counseling, supporting • Collaborating, following, helping • Initiating, planning, time management • Organizing, self-management 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Leadership	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Decision making, risk taking • Motivating others - directing, supervising, coaching • Problem solving • Strategic thinking • Creative thinking 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Manual	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Building, Assembling, Operating equipment • Repairing, Maintaining equipment • Painting • Gardening • Cleaning • Food Handling 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Numeracy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Counting, calculating, measuring • Estimating, budgeting, sorting • Filing, scheduling, classifying • Managing money 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Organizational	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Managing information • Managing multiple responsibilities • Administering, scheduling • Coordinating, planning 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Adapted with permission from The Volunteer Action Centre Waterloo Region

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Personal Qualities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Investigating, researching, tracking trends • Assessing, analyzing, synthesizing • Adapting, collaborating, visioning • Critical thinking 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Technology	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Using computers, operating equipment • Word Processing, Data Entry • Social Media • Web design 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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