

My Competencies, Interests and Values (CIVs)

Instructions: After completing your Functional Transferable Skills Inventory:

1. List all the skills that received 3 or more Xs under the appropriate skill heading in the SKILLS section below
2. Rate your interest in using that skill on a scale from 1-5 (1=not interested at all, 5=extremely interested in using on a daily basis)
3. Add up your interest ratings for each skill heading

Refer back to Functional Transferable Skills Inventory for Skill Headings	Competencies (includes your skills, knowledge and qualifications)	
	SKILLS	Rate your interest in using (1-5, 1 not interested, 5 extremely interested)
	<u>People-oriented:</u> Verbal Communication, Nonverbal Communication, Train/Consult, Counsel and Serve, Interpersonal Relations	
	Persuade/influence others to a certain point of view	4
	Debate ideas with others	3
	Participate in group discussions and teams	3
	Establish culture to support learning	5
	Conduct needs assessments	5
	Develop educational curriculum and materials	5
	Assess learning styles and respond accordingly	5
	Total: 30	
	<u>Data/Analytical:</u> Written Communication, Analyze, Research, Financial	
	Edit and proofread written material	5
	Prepare revisions of written material	4
	Demonstrate expertise in grammar and style	4
	Compare and evaluate information	3
	Search written, oral and technological information	3
	Gather information from a number of sources	3
	Utilize electronic search methods	3
	Total: 25	
<u>Management Oriented:</u> Plan and Organize, Leadership, Management, Administrative, Create and Innovate		
Coordinate people, activities and details	4	
Develop a plan and set objectives	5	
Arrange correct sequence of information and actions	4	

Create guidelines for implementing an action	4
Set goals and determine courses of action	5
Communicate well with key people in organization	5
Visualize concepts and results	5
	Total: 32

1. Enter your KNOWLEDGE areas
2. Rate your interest in working in those areas on a similar 1-5 scale

KNOWLEDGE	Rate your interest in using (1-5, 1 not interested, 5 extremely interested)
Arts in education	5
Curriculum development	5
Early childhood education	5
Urban adolescent issues	4
Different cultures	3
Urban education issues and reform	3
Special education methods	3

List your QUALIFICATIONS

QUALIFICATIONS
EdM, Arts in Education
BS, Early Childhood Education, focus on Special Education
IL Type 04 Certification
Korean

1. Determine which work-reward values you need to make your job fulfilling using the resources we have offered to you
2. Think of what you are passionate about – what causes are important to you, what you love doing, what issues are a priority for you
3. Try to match up your passions with a work reward value. A job or organization will be more fulfilling if the organization's mission/values or the job's function enables you to follow your passions and priorities.

Work Reward Values	Passions
Artistic Creativity	Writing children's books
Artistic Creativity, Aesthetics	Illustration
Creativity (general)	Using art/creativity to teach, esp. in urban schools
Moral Fulfillment, Help Others, Help Society	Inclusion/expanding access to innovative means of learning-different cultures, different abilities, social/economic class, at risk students