

## 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	<b>Competencies (includes your skills, knowledge and qualifications)</b>	
	<b>SKILLS</b>	<b>Rate your interest in using (1-5, 1 not interested, 5 extremely interested)</b>
	<b><u>People-oriented: Verbal Communication, Nonverbal Communication, Train/Consult, Counsel and Serve, Interpersonal Relations</u></b>	
	Interview people to obtain information	4
	Participate in group discussions and teams	5
	Develop rapport easily with groups of people	4
	Establish culture to support learning	3
	Counsel, advise, consult, guide others	4
	Anticipate people's needs and reactions	3
	Communicate well with diverse groups	3
	Listen carefully to communication	3
	<b>Total: 29</b>	
	<b><u>Data/Analytical: Written Communication, Analyze, Research, Financial</u></b>	
	Compare and evaluate information	3
	<b>Total: 3</b>	
	<b><u>Management Oriented: Plan and Organize, Leadership, Management, Administrative, Create and Innovate</u></b>	
	Identify and organize tasks or information	4
Coordinate people, activities and details	5	
Develop a plan and set objectives	5	
Develop realistic goals and action to attain them	5	
Arrange correct sequence of information and actions	5	
Create guidelines for implementing an action	5	
Set goals and determine courses of action	5	
Manage personnel, projects and time	5	

Provide training for development of staff	3
Communicate well with diverse groups	3
	<b>Total: 45</b>

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

<b>KNOWLEDGE</b>	<b>Rate your interest in using (1-5, 1 not interested, 5 extremely interested)</b>

List your QUALIFICATIONS

<b>QUALIFICATIONS</b>

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.

<b>Work Reward Values</b>	<b>Passions</b>