

Taking the Assessment—Fast Sort (Option 3)

Use when there is a limited amount of time (20-30 minutes).

Step 1: Read a skill card and place it under the “Yes” category (as shown below) if you have some proficiency and want to use this skill in work. Place it under the “No” category if you have no experience or don't want to use it in work. Continue this sorting with all of the skills in the deck.

<p>Yes</p> <p>Have some/experience and want to use it in my future job/career</p>	<p>No</p> <p>Have no or low proficiency/experience and don't want to use this skill</p>
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Step 2: Now, organize the pile of “Yes” skills into their 6 color categories as follows:

Relationship: Orange	Communication: Yellow	Management/Leadership: Blue
Analytical: Gray	Creative: Lavender	Physical/Technical: Green

Step 3: Select your 4 preferred categories of skills based on those skills you would like to use at work.

Step 4: Create a table like the one shown below. List each preferred category name in priority order and then list your skills under their corresponding category name. You now have a summary of your top 4 preferred skills in priority order.

1st Priority Category	2nd Priority Category
Skill 1	Skill 1
Skill 2	Skill 2
Skill 3	Skill 3
Skill 4	Skill 4

3rd Priority Category	4th Priority Category
Skill 1	Skill 1
Skill 2	Skill 2
Skill 3	Skill 3
Skill 4	Skill 4

Additional Tips

- **Skill Development:** Review your “No” skills for those you may want to develop and list your “Skills to Develop” on your form.
- **Enhance Self-Knowledge:** Identify examples of how you have used your preferred skills in paid and volunteer work, school and extracurricular activities.