**Personal Qualities Checklist**

**What qualities do I have?**

Intellectually - Can I solve problems? Am I curious to discover new ideas? Can I accept new ideas? Do I understand things quickly – films, TV programmes, books? Can I explain my ideas clearly? Do I make decisions after having thought them through and looked at alternatives? Can I write clearly/talk easily to a variety of people? Am I skilled with numbers – on paper, in my head? Am I skilled in written work?

Practical abilities - Am I skilled with my hands in making or repairing things? Can I cook well, make the most of my appearance, organise my time, manage my money? Am I a skilled gardener, decorator, model maker, designer, etc?

Physical abilities - Do I keep myself fit? Do I enjoy outdoor activities, camping, hiking or cycling? Do I have special skills I any sport?

Artistic abilities - Do I have ability in music, dance, painting, pottery making, writing stories, or poetry? Do I enjoy or create beauty in any way?

Use of leisure time - What do I do and enjoy in my spare time? Do I read, make or collect things, meet other people? Do I enjoy concerts, games, going to theatres, night clubs? How do I fill that time and what do I gain from it? What are my hobbies? Do I have a part-time job?

Social skills - Do I help other people? Do I do any voluntary work? Do I help my neighbours, friends, those in need, those younger/older than me? Do I help members of my family, the school, a youth club? Do I do anything to help the environment?

Relationships with others – Do I meet people easily? Do I get on well with members of my family, neighbours, people in the class? Do I trust people and can I be trusted by them? Do I have a sense of humour? Am I interested in other people? Do I listen to them? Do I try to see things from their point of view? Am I reliable?

Personality

Am I honest, determined, patient, alert, friendly, happy, humorous, generous, caring, gentle, fit, considerate, genuine, skilled, sensible, capable of initiative, energetic? Am I bright, smart, cheerful, positive, trusting and trustworthy? What other qualities do I have?

What other strengths do I have which have not been included on this checklist?

**Please feel free to add any other qualities which you feel are not covered by this checklist.**

**Skills and Abilities**

**Have you ever: Yes/No Comments/Examples**

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| --- | --- | --- |
| **Led a group/team****Worked full/part time****Made a complaint****Set yourself goals****Kept records e.g. of work do, finances etc.****Taught children****Made repairs in the home****Supervised others****Returned to study (after a break)****Left a job by choice****Been promoted (work, in a society etc)****Taught adults (e.g. at work)****Taken part in any sports****Learned on your own****Written a CV****Advised others****Done gardening or worked on a farm****Designed and produced something****Applied in writing for a job****Regularly used libraries/ learning centres****Carried out voluntary work****Learned another language****Written an essay****Changed attitudes of others****Attended and/or contributed to a meeting****Been responsible for money****Helped other individuals****Participated in community service****Read regularly****Participated in work experience****Visited a foreign country****Others:- (list additional experiences below)** |  |  |