**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)** |  |  |