

Skills Inventory and Interview Planning Worksheet

The purpose of this worksheet is to help you itemize your skills, identify your short-term and long-term goals, articulate your strengths and weaknesses, and to anticipate interview questions based upon the job you're applying to.

When you are identifying your strengths, you should consider your strengths in light of the requirements of the job that you're applying for.

When you are identifying a weakness or 'area of improvement', be wary of stating a weakness of yours that is a requirement of the job that you're applying for. These four areas are typical interview questions especially for entry-level types of positions.

Please note that interviewers typically will ask you about your strengths/weaknesses along with your goals during an employment interview. Completing this worksheet in advance can help you do your best during an interview.

A. Strengths

1. _____
2. _____
3. _____
4. _____
5. _____

Weakness

B. Short-Term Goals (These should be professional objectives.)

1. _____
2. _____
3. _____

C. Long-Term Goals (These should be professional objectives.)

1. _____
2. _____
3. _____