

PERSONAL SKILLS ASSESSMENT

Course 8200330: Computers and Business Skills

Benchmark: 08.02

Use personal assessment tools to identify personal strengths and weaknesses related to learning and work environments.

<http://www.queendom.com/tests/career/index.html>

This site offers 225 tests that measure different strengths and weaknesses related to careers. Tests include: Honesty Test, Coping Skills Test, Creative Problem-Solving Test, Procrastination Test, Communication Skills Test, Leadership Test, Organization Skills Test, and Management Style Test.

<http://online.onetcenter.org/skills/>

O*Net Online offers a huge number of skills tests, many of which are focused on a specific occupation.

<http://www.microsoft.com/learning/assessment/>

Microsoft's site offers skills assessments for various Office products. Most current job-seekers must have a basic awareness of Microsoft Office products, such as Word, Excel, PowerPoint, and Access.

http://www.d.umn.edu/kmc/student/loon/car/self/career_transfer_survey.html

The University of Minnesota, Duluth (Duluth, MN) provides a helpful assessment that focuses on skills learned by a student in the course of a typical academic career. It focuses on the transferability of these skills to a career. The five broad skill areas are: communication; research & planning; human relations; organization, management, & leadership; and work survival.

<http://www.careeronestop.org/SKILLS/SkillCenterHome.asp#AssessYourSkills>

CareerOneStop is an integrated suite of national web sites that help businesses, job seekers, students, and workforce professionals find employment and career resources. CareerOneStop is sponsored by the U.S. Department of Labor. This site has a huge amount of career information, but perhaps the most important is the breakdown in the Skills Center of the various occupations and the related skills required by that occupation.

<http://www.caseylifeskills.org/>

The Ansell-Casey Life Skills Assessment (ACLSA) is an evaluation of youth independent-living skills. It consists of statements about life skills that a youth and his/her caregivers complete. The ACLSA is completed online and automatically scored within seconds. The assessments are always free to use.

<http://career.asu.edu/S/careerplan/selfdiscovery/SkillsAssessment.htm>

This comprehensive list of skills may be useful to the student trying to assess the skills he or she possesses. The quiz is largely self-directed.