



My Competencies, Interests and Values (CIVs)

Complete **AFTER** you have finished your Functional Transferable Skills Inventory

Competencies (includes your skills, knowledge and qualifications)	
SKILLS	Rate your interest in using these skills on a 1-5 scale (1 not interested, 5 extremely interested)
List all the skills that received 3 or more Xs under the appropriate skill heading in the SKILLS section below	Add up your interest ratings for each skill heading
<u>People-oriented:</u> Verbal Communication, Nonverbal Communication, Train/Consult, Counsel and Serve, Interpersonal Relations	
Total:	
<u>Data/Analytical:</u> Written Communication, Analyze, Research, Financial	
Total:	
<u>Management Oriented:</u> Plan and Organize, Leadership, Management, Administrative, Create and Innovate	
Total:	

Refer back to Functional Transferable Skills Inventory for Skill Headings

KNOWLEDGE Enter your KNOWLEDGE areas	Rate your interest in working in those areas on a 1-5 scale (1 not interested, 5 extremely interested)

QUALIFICATIONS List your QUALIFICATIONS

Try to match up your passions with a work reward value. A job or organization will be more fulfilling if the organization’s mission/values or the job’s function enables you to follow your passions and priorities.

WORK-REWARD VALUES Determine which work-reward values you need to make your job fulfilling using the resources we have offered to you.	PASSIONS Think of what you are passionate about – what causes are important to you, what you love doing, what issues are a priority for you.

Notes: