

The Interest and Skills Checklist

Name: _____

Date: _____

Jobs can be divided into six groups, based on the kinds of tasks you perform each day. The purpose of this inventory is to find out:

- What you like to do related to each of these six groups
- What you think you have skill to do
- What kind of work experience you have

Instructions: For the questions in each of the six groups, put a check mark (✓) in front of each activity that you think you would like to do. Similarly, put a check mark in front of each skill that you think you have. Finally, in the Work Experience section for each group, list any work experience you have ever had that relates to the kinds of activities listed in that group and check the boxes. Add the checks in each group and put the total in the blank provided.

Group 1

Typical Activities (*Check the boxes for the activities you would enjoy doing*)

- Repairing machines, cars, or houses
- Making things with your hands
- Driving or operating a car or truck
- Doing painting or construction work
- Working with plants, shrubs, or farm crops

Typical Skills (*Check the boxes for any skills that you have*)

- Able to figure out what's wrong with a machine or car and fix it
- Able to build beautiful things with your hands and tools
- Able to drive a car or truck without accidents
- Able to plant and care for flowers, shrubs, or trees
- Able to paint, wallpaper, or clean a building or house

Work Experience (*List experience or training you have in this area and check the box*)

- _____
- _____
- _____
- _____
- _____

Add the total number of check marks in this group and enter it here: _____

Group 2

Typical Activities (Check the boxes for the activities you would enjoy doing)

- Do various kinds of tests or experiments in a laboratory
- Solve math problems
- Develop a plan or design for doing something
- Read and study manuals and books
- Study biology
- Play chess

Typical Skills (Check the boxes for any skills that you have)

- Good at math
- Good at science
- Good at logical thinking
- Good at solving technical problems
- Good at reading

Work Experience (List experience or training you have in this area and check the box)

- _____
- _____
- _____
- _____
- _____

Add the total number of check marks in this group and enter it here: _____

Group 3

Typical Activities (Check the boxes for the activities you would enjoy doing)

- Writing a short story or poem
- Painting or sketching a picture
- Taking beautiful pictures
- Making beautiful things for a craft show
- Enjoying or participating in music

Typical Skills (Check the boxes for any skills that you have)

- Good at writing
- Good at creating artistic objects or presentations
- Good at some form of music
- Good at design of clothes, houses, or gardens
- Good at doing computer graphics

Work Experience (List experience or training you have in this area and check the box)

- _____
- _____
- _____
- _____
- _____

Add the total number of check marks in this group and enter it here: _____

Group 4

Typical Activities (Check the boxes for the activities you would enjoy doing)

- Teaching children or adults how to do something
- Caring for people who are sick
- Taking care of children (as in a daycare center)
- Assisting other by taking care of personal needs (cutting hair, serving food)
- Assisting people in need due to hunger, fire, storm, or other disasters

Typical Skills (Check the boxes for any skills that you have)

- Good at talking with people
- Good at taking care of people
- Good at knowing how to express yourself through words or action
- Good at helping others with their needs and problems
- Good at teaching

Work Experience (List experience or training you have in this area and check the box)

- _____
- _____
- _____
- _____
- _____

Add the total number of check marks in this group and enter it here: _____

Group 5

Typical Activities (Check the boxes for the activities you would enjoy doing)

- Selling products or services to other people
- Managing or leading people
- Taking responsibility for a project or for other people
- Starting a new idea, product, or service
- Convincing others to do or buy something

Typical Skills (Check the boxes for any skills that you have)

- Talking to people with ease
- Being able to make a product or service sound appealing
- Managing or leading other people
- Persuading other people to do things your way
- Making a business or project grow and be successful

Work Experience (List experience or training you have in this area and check the box)

- _____
- _____
- _____
- _____
- _____

Add the total number of check marks in this group and enter it here: _____

Group 6

Typical Activities (Check the boxes for the activities you would enjoy doing)

- Organize things in a logical way
- Keep accurate records or files
- Remember and handle details
- Do clerical work
- Keep accurate track of money

Typical Skills (Check the boxes for any skills that you have)

- Do typing or word processing
- Use a computer
- File accurately
- Record facts and numbers accurately
- Prepare good business letters

Work Experience (List experience or training you have in this area and check the box)

- _____
- _____
- _____
- _____
- _____

Add the total number of check marks in this group and enter it here: _____

Based on the information provided, a Workforce Development Specialist will assist you in identifying your Holland code. Take this form to a Specialist for interpretation.

Note: This section to be filled out by Workforce Development Specialist.

Enter the total score for each group in the corresponding blank:

Group 1 (R): _____

Group 2 (I): _____

Group 3 (A): _____

Group 4 (S): _____

Group 5 (E): _____

Group 6 (C): _____

Holland Code: _____

List the jobs in *The Jobs Finder* that are of interest below.