

APPENDIX **B**

SELF-INVENTORY WORKBOOK

Job Abilities and Skills Inventory

Type of Skill	Strength or Weakness	Past Accomplishment Demonstrating Strength
<i>Technical</i>		
Product design		
Product build		
Laboratory Test		
Laboratory research		
Technical publications		
Computer modeling		
CAD design and modeling		
Analysis and modeling		
Experimental research		
Patents		
Technical awards		
Programming		
Producibility		
Manufacturing		

<i>Project Management</i>		
Planning		
Budgeting		
Organizing		
Developing policies		
Developing procedures		
Cost tracking		
Schedule planning		
Customer interface		
Team formation		
Salary administration		
Department budgeting		
Capital planning		
Presentation skills		
<i>Interpersonal Skills</i>		
Motivating		
Team leadership		
Conflict resolution		
Work relationships		
Meeting skills		
Versatility		
Team dynamics		
Communication style		
Customer relationships		
Social abilities		
Mentoring		

Visualization of Your Ideal Job

- 1. Job title:

- 2. Job salary:

- 3. Company location:

- 4. Home location:

- 5. Commute time:

- 6. Company size:

- 7. Company products:

- 8. Size of engineering group:

- 9. Job functions:

- 10. Office size:

- 11. Company benefits:

12. Freedom to work on:

13. Travel:

14. Laboratories look like:

15. Personal computer:

16. Supervisor who:

17. Coworkers who:

18. Career advancement paths leading to:

19. In 5 years I'll be doing:

Visualization of Your Worst Job

Things I absolutely will not put up with on my next job:

My significant accomplishments are:	Abilities and skills demonstrated
1. _____ _____	1. _____ _____
2. _____ _____	2. _____ _____
3. _____ _____	3. _____ _____
4. _____ _____	4. _____ _____
5. _____ _____	5. _____ _____
6. _____ _____	6. _____ _____

Figure B-1 Inventory of significant accomplishments.