Leveraging Your Agilities

Agilities are the work skills used in all occupations and are a combination of your strengths and interests. Being aware of your Agilities helps you affirm your value to employers and activate your career. Consider using these words and phrases on a resumé or profile to represent your skills to employers.

DEVELOPING OTHERS

- Mentor, coach, teach, and evaluate others
- Provide others opportunities to learn
- Encourage people to improve skills and knowledge

Mentor
Evaluate
Teach
Coach

OPERATING OBJECTS

- Repair, maintain, and operate equipment and vehicles
- Inspect and control machines and surroundings
- Perform physical actions

Constructing
Dexterity
Fixing
Coordination

INNOVATING

- Apply new approaches
- Think creatively
- Share new ideas
- Bring a new perspective

Creativity
Ingenuity
Originality
Problem-Solving

ORGANIZING

- Pay attention to details and accuracy
- Monitor and control resources
- Sequence tasks and work

Prioritize
Detail-Oriented
Coordinate
Execute

INSPECTING

- Improve quality, safety, or effectiveness
- Make processes consistent with rules
- Assess outputs to standards

Quality
High Standard
Consistency
Effectiveness

SELLING AND COMMUNICATING

- Convince or influence others
- Work with people outside of the organization
- Resolve conflict and negotiate

Evaluate
Campaign
Persuade
Negotiate

JUDGING AND ESTIMATING

- Forecast the quality and value of products, services, or people's contributions
- Determine resources needed to accomplish goals

Accuracy
Perceptive
Critical Thinking
Evaluate

SERVING AND CARING

- Develop relationships and help people
- Empathize with others and serve their needs
- Build trust and emotional bonds

Cultivate
Relationships
Empathy
Support

MANAGING

- Coordinate work of others
- Develop strategies and plans
- Provide consultation and advice

Lead
Motivate
Direct
Inspire

WORKING WITH INFORMATION

- Analyze and interpret data
- Develop, collect, store, and manage technological information

Interpreting
Operating
Analyzing
Processing

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