ANTHROPOLOGY CAREER READINESS NETWORK

Identify and Rate Your Skills

Use this checklist to identify and rate your competencies as well as how important those skills are for your career. Highlight the skills you feel confident discussing in a job application or in an interview. Review the skills you rated as important but in which you are less confident. Use them as a guide for continued learning and professional development.

Rate your skills using the following scales:

Confidence
5 - Very Confident
4 - Confident
3 - Neutral
2 - Not Confident
1 - Not Confident At All

Importance
5 - Very Important
4 - Important
3 - Neutral
2 - Not Important
1 - Not Important At All

Recognized Anthropological Skills	Confidence	Importance
Adopting a holistic approach		
Analyzing ethnographic data & material evidence		
Archaeological excavation		
Archival research		
Capturing/valuing insider (emic) perspectives		
Crafting unbiased questions		
Cultural awareness/sensitivity		
Curating & preserving artifacts		
Ethnography		
Identifying meaning in artifacts and behavior		
Explaining culture		
Identifying skeletal remains		
Interviewing		
Knowledge of human variation and population genetics		
Knowledge of primate anatomy, behavior, and ecology		
Listening		
Observation		
Oral history		
Participant observation		
Surveying (Shovel test pits, surface, geophysical surveys)		
Suspending judgment & assumptions		
Systems focus		
Taking an evolutionary perspective		
Taking field notes		
Triangulation		
Other		

Project and Program Work	Confidence	Importance
Analyzing qualitative data		
Analyzing quantitative data		
Brainstorming, creativity & innovation		
Budgeting		
Change management techniques		
Continuous/iterative learning		
Creating and tracking metrics		
Data collection, including surveys		
Data management		
Developing a statement of work		
Developing protocols and procedures		
Diagnosis		
Evaluation		
Goal setting		
Leading implementation efforts		
Literature reviews		
Making recommendations		
Meeting deadlines		
Obtaining permissions & consent		
Organization and recordkeeping		
Problem focus & prioritization		
Project and program management		
Project or program design		
Strategic planning		
Working under pressure		
Other		

Working with Others	Confidence	Importance
Adaptation & flexibility		
Being an effective team member		
Collaboration		
Conflict resolution		
Consulting & client relations		
Delegation		
Effective, responsive reporting		
Ethical leadership		
Facilitation		
Holding effective meetings		
Leading teams		
Mediation		
Mentoring and coaching		
Negotiation		
Partnering		
Policy evaluation		
Policymaking		
Supervision and management		
Training		
Working across disciplines		
Working with diverse populations		
Other		

Communication	Confidence	Importance
Advocacy		
Answering questions on the fly		
Building rapport & trust		
Conversing in more than one language		
Creating training manuals		
Delivering presentations		
Developing audience-specific presentations		
Developing policy briefings		
Explaining anthropology		
Making robust arguments		
Networking		
Podcasting		
Posting on social media		
Public speaking		
Publicizing & promoting		
Recruiting		
Representing your organization to others		
Role modeling		
Speaking to the media		
Technical writing		
Translating anthropological concepts		
Using effective visuals		
Using plain, simple language		
Writing for the public (e.g., Op Ed articles, blogs)		
Other		

Technical Abilities	Confidence	Importance
Analytic software (SAS, Excel, NVivo, GIS)		
Collection management/curation		
Creating site plans & maps		
Laboratory skills		
Photography		
Preservation/conservation		
Programming		
Statistics		
Transit/total station use		
Videography and production		
Visual literacy and graphic arts		
Website development		
Other		

You have identified the salient skills for your career in which you feel confident. When reviewing job descriptions and preparing your application materials, look for these skills.

Make a plan on how you would like to develop skills you consider important but which you rated not confident. There may be opportunities at your university, in your job, or in a volunteer setting to practice these skills. By finding opportunities to use them, you may discover you are more competent than you realize. Alternatively, you may realize that they are not right for you or your career goals.