

The Inventory of Work-Relevant Abilities (IWRA)

(Version for College Students and Other Adults)

THE PURPOSE

- to make yourself think about your abilities and to be able to "translate" these into possible occupations
- to shorten the time needed to complete the Inventories section

THE TASK

In this exercise you will rate yourself on 15 abilities important to career planning. The list of occupations that DISCOVER finds for you will be only as accurate as your ability ratings.

Perhaps you have taken one or more of the following tests in the last 12 months:

ACT (ACT Assessment Program)

PLAN (a 10th grade testing program)

EXPLORE (an 8th grade testing program)

ASSET (an advising tool for students entering community and technical colleges)

COMPASS (an advising tool for students entering community, technical, and four-year colleges)

DAT (Differential Aptitude Tests)

ASVAB (Armed Services Vocational Aptitude Battery)

CAPS (Career Ability Placement Survey)

If you have taken any of these tests, be sure to have the score report(s) with you when you use DISCOVER. As you rate yourself on the 15 abilities, if you have entered scores from any of these tests that relate to one of the 15 abilities, the computer will explain the meaning of your test score. This information can help you decide about your rating on those abilities.

If you have not taken any of these tests, circle your rating for each ability defined on the list that follows. Before you rate each ability, read the section "What to Consider." If you are unsure about any ratings, talk with your counselor. Think twice if you rate yourself "average" on nearly everything. Few people are that average.

For each ability, rate yourself as you really think you are compared with persons your own age. Use the scale below.

- 5 = High (top 10% of persons my age)
- 4 = Above Average (upper 25%)
- 3 = Average (middle 50%)
- 2 = Below Average (lower 25%)
- 1 = Low (bottom 10%)

As you rate each of these activities, consider your recent work experience (paid and/or volunteer) and home, church, civic, club, etc. activities.

ABILITY	YOUR RATING				
1. MEETING PEOPLE (Social) - Talking with people; getting along with others; making a good impression.	5	4	3	2	1

What to consider:

- Your ability to help people feel at ease; to be courteous, pleasant, or informative; to remember names and faces.

2. HELPING OTHERS - Caring for or teaching others; helping people with problems or decisions.	5	4	3	2	1
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What to consider:

- Your ability to explain how to do something; to understand the ideas and feelings of others; to help someone feel better; to be tactful and patient.

3. SALES - Influencing people to buy a product, service, or take a suggested course of action.	5	4	3	2	1
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What to consider:

- Your ability to change someone's mind; to bargain; to make a sale; to persuade a group.

4. LEADERSHIP/MANAGEMENT - Leading/managing people so that they work toward a common goal. 5 4 3 2 1

What to consider:

- Your ability to present ideas to a group; to motivate others and provide direction; to plan an event; to stick to a budget.

5. ORGANIZATION - Keeping track of tasks and details; doing things in a systematic way. 5 4 3 2 1

What to consider:

- Your ability to keep to a schedule; to see what needs to be done first, second, etc.; to store things (pictures, clippings, tools, etc.) so they are easy to find.

6. CLERICAL - Quickly and accurately doing tasks such as looking up information in catalogs or tables, sorting things, recording addresses or expenses, etc. 5 4 3 2 1

What to consider:

- Your ability to handle paperwork; to type; to follow set procedures; to complete forms accurately and neatly (e.g., an application); to catch errors.

7. MECHANICAL - Understanding everyday mechanical laws (e.g., warm air rises) and how simple mechanical things work (e.g., a lever, a pulley). 5 4 3 2 1

What to consider:

- How easily you figure out how things work (toys, tools, appliances, etc.) and how to fix them.

8. MANUAL DEXTERITY - Making or repairing things easily and quickly with one's hands. 5 4 3 2 1

What to consider:

- Your ability to handle tools, appliances, or to assemble things (toys, furniture, picture frames, etc.); to do handicrafts; to handle or connect small objects; to use your coordination.

9. NUMERICAL - Doing arithmetic accurately and quickly; applying arithmetic (e.g., in formulas and word problems). 5 4 3 2 1

What to consider:

- How you did in arithmetic when studied in various classes; your skill with a calculator, in keeping track of expenses, in figuring interest rates, or in finding the "best buy," etc.

10. SCIENTIFIC - Understanding science laws; doing science course work. 5 4 3 2 1

What to consider:

- Your ability to use math rules and formulas; to understand articles or TV programs on science, health, or technology.

11. CREATIVE/ARTISTIC - Drawing, painting, playing a musical instrument, acting, dancing, etc. 5 4 3 2 1

What to consider:

- How well you can express ideas, feelings, or moods through one or more of the performing arts.

12. CREATIVE/LITERARY - Expressing ideas or feelings through writing. 5 4 3 2 1

What to consider:

- Your ability to write interesting letters to friends or family members; to write reports, explanations of events, opinions, etc.

13. READING - Reading and understanding factual material (e.g., in a textbook or manual). 5 4 3 2 1

What to consider:

- Your ability to finish reading assignments (speed and understanding); to read directions or warranties for a tool, appliance, TV, etc.; to follow news stories in magazines, editorials, etc.

14. LANGUAGE USAGE - Recognizing correct and incorrect uses of the English language (grammar, punctuation, etc.) 5 4 3 2 1

What to consider:

- Your ability to write and speak correctly; to organize and present your thoughts.

15. SPATIAL PERCEPTION - Looking at a drawing of an object (e.g., a house, coat, tool) and picturing in your mind how it would look from different sides. 5 4 3 2 1

What to consider:

- Your ability to "read" and explain blueprints, clothing patterns, etc.; to see how things could fit within the available space (a box, room, closet, etc.).

Look over your ratings, from top to bottom, to see if they show how your abilities rank. Change any rating you wish to change after this review.

THE NEXT STEP

Enter these ratings into DISCOVER by following these steps.

- Click the "Inventories" tab
- Click "Abilities"
- Click "Enter from paper"
- Enter your ratings for the 15 abilities