

ABA Early Legal Workplace Skills Assessment

The ABA Legal Career Center has identified six skills that create a foundation of success in the initial phases of your legal career <http://www.abalcc.org/2015/11/30/law-students-need-professional-development-too/>

This tool asks to assess your baseline level of skills in each of these areas. With respect, then, to the skills listed below select the appropriate description as follows for each:

1 = I Don't Have a Lot of Experience Yet

2 = I Have Some, But Not a Lot of Experience Yet

3 = My Experience Before Law School Allowed Me to Develop This Skill

1 2 3 **Listening Effectively:** Gathering the information needed to undertake legal analysis is an acquired skill.

- Are you familiar with the process of active listening? See video here: <https://bit.ly/1J2hEMl>
- What professional or personal experiences have you had in which active listening played an important part?
- How have you had to listen actively in other areas of your life?

1 2 3 **Expressing Cogent Conclusions:**

- Have you had the opportunity to present ideas, research, project summaries or the like in the past?
- How would others describe your skills in this area?

1 2 3 **Managing Projects Efficiently:** Lawyers typically work for many clients at the same time. Managing competing, equivalent priorities forms a key skill in the success of lawyers.

- Have you had to manage multiple projects in the past?
- Have you worked for multiple supervisors simultaneously?

1 2 3 **Conveying Complex Information Clearly:**

- What experience have you had explaining complex information to those with no prior understanding or knowledge of the subject?

1 2 3 **Understanding Financial Documents:** Many practices areas require at least some basic understanding of financial documents and terminology

- What is your comfort level with financial terminology and concepts?
- What experience do you have working with financial documents?

1 2 3 **Posing Practical Solutions**

- Have you had the opportunity to develop workable solutions to difficult problems involving divergent interests?
- If so, did you successfully implement those solutions?