**Individual Skills Inventory Form**

*Note to employer: This form should be modified by adding or removing categories and skills to make the list of skills appropriate for your organization.*

Name: Date:

Department: Job title:

Listed below are various skills grouped into categories. Please indicate the level of each skill you possess in all categories. Add any skill not listed in each category under "Other".

|  |
| --- |
| **ADMINISTRATIVE & CLERICAL SKILLS** |
|  | Expert | Advanced | Basic | N/A |
| Answering multi-line telephone |  |  |  |  |
| Basic bookkeeping |  |  |  |  |
| Cash handling |  |  |  |  |
| Data entry |  |  |  |  |
| Developing methods and processes |  |  |  |  |
| Faxing, copying, scanning documents |  |  |  |  |
| Greeting visitors  |  |  |  |  |
| Filing |  |  |  |  |
| Notetaking |  |  |  |  |
| Proofreading |  |  |  |  |
| Scheduling appointments |  |  |  |  |
| Using desktop computer |  |  |  |  |
| Other: |  |  |  |  |
|  |  |  |  |  |
| **COMPUTER SKILLS** |
|  | Expert | Advanced | Basic | N/A |
| Windows |  |  |  |  |
| Mac |  |  |  |  |
| Internet |  |  |  |  |
| Microsoft Office |  |  |  |  |
| Coding |  |  |  |  |
| Desktop publishing |  |  |  |  |
| Network administration |  |  |  |  |
| Spreadsheets |  |  |  |  |
| Other: |  |  |  |  |
|  |  |  |  |  |
| **COMMUNICATION SKILLS** |  |  |  |  |
|  | Expert | Advanced | Basic | N/A |
| Advising |  |  |  |  |
| Consulting |  |  |  |  |
| Counseling |  |  |  |  |
| Explaining |  |  |  |  |
| Interpreting ideas |  |  |  |  |
| Listening |  |  |  |  |
| Presenting |  |  |  |  |
| Public speaking |  |  |  |  |
| Reading |  |  |  |  |
| Reasoning |  |  |  |  |
| Tutoring and training |  |  |  |  |
| Understanding |  |  |  |  |
| Using good English grammar and punctuation |  |  |  |  |
| Writing |  |  |  |  |
| Other: |  |  |  |  |
|  |  |  |  |  |
| **FINANCIAL SKILLS** |  |  |  |  |
|  | Expert | Advanced | Basic | N/A |
| Accounting procedures and processes |  |  |  |  |
| Analyzing |  |  |  |  |
| Balancing |  |  |  |  |
| Budgeting |  |  |  |  |
| Calculating |  |  |  |  |
| Comparing |  |  |  |  |
| Counting |  |  |  |  |
| Data entry |  |  |  |  |
| Economizing |  |  |  |  |
| Estimating |  |  |  |  |
| Handling cash and checks |  |  |  |  |
| Handling detailed work |  |  |  |  |
| Identifying errors |  |  |  |  |
| Orderly thinking |  |  |  |  |
| Projecting |  |  |  |  |
| Recognizing financial problems |  |  |  |  |
| Reconciling |  |  |  |  |
| Solving financial problems |  |  |  |  |
| Using basic math |  |  |  |  |
| Other: |  |  |  |  |
|  |  |  |  |  |
| **MANAGEMENT SKILLS** |  |  |  |  |
|  | Expert | Advanced | Basic | N/A |
| Budgeting |  |  |  |  |
| Carrying out directives |  |  |  |  |
| Confronting |  |  |  |  |
| Counseling/mentoring |  |  |  |  |
| Delegating |  |  |  |  |
| Developing employees |  |  |  |  |
| Directing |  |  |  |  |
| Evaluating |  |  |  |  |
| Leading |  |  |  |  |
| Measuring performance |  |  |  |  |
| Negotiating |  |  |  |  |
| Organizing |  |  |  |  |
| Planning |  |  |  |  |
| Procuring |  |  |  |  |
| Scheduling |  |  |  |  |
| Setting goals |  |  |  |  |
| Setting standards |  |  |  |  |
| Staffing |  |  |  |  |
| Supervising |  |  |  |  |
| Time management |  |  |  |  |
| Working under stress |  |  |  |  |
| Working well with people |  |  |  |  |
| Other:  |  |  |  |  |
|  |  |  |  |  |
| **SERVICE SKILLS** |  |  |  |  |
|  | Expert | Advanced | Basic | N/A |
| Consulting |  |  |  |  |
| Coordinating |  |  |  |  |
| Counseling |  |  |  |  |
| Directing/managing |  |  |  |  |
| Empathizing |  |  |  |  |
| Encouraging |  |  |  |  |
| Guiding |  |  |  |  |
| Leading |  |  |  |  |
| Listening |  |  |  |  |
| Reconciling |  |  |  |  |
| Responding to emergencies |  |  |  |  |
| Supervising |  |  |  |  |
| Teaching/instructing |  |  |  |  |
| Understanding |  |  |  |  |
| Volunteering |  |  |  |  |
| Working under stress |  |  |  |  |
| Other: |  |  |  |  |
|  |  |  |  |  |
| **TECHNICAL SKILLS** |  |  |  |  |
|  | Expert | Advanced | Basic | N/A |
| Adjusting controls |  |  |  |  |
| Adjusting machines |  |  |  |  |
| Calculating |  |  |  |  |
| Designing |  |  |  |  |
| Developing |  |  |  |  |
| Drafting |  |  |  |  |
| Evaluating |  |  |  |  |
| Following specifications |  |  |  |  |
| Inspecting |  |  |  |  |
| Measuring |  |  |  |  |
| Observing indicators |  |  |  |  |
| Prioritizing  |  |  |  |  |
| Programming |  |  |  |  |
| Repairing machines |  |  |  |  |
| Solving equations |  |  |  |  |
| Testing |  |  |  |  |
| Training |  |  |  |  |
| Verifying |  |  |  |  |
| Other: |  |  |  |  |
|  |  |  |  |  |