

# SKILLS ASSESSMENT

DATE OF ASSESSMENT: \_\_\_\_\_

(COLUMN 1 = SKILLS)

(COLUMN 2 = LEVEL OF PROFICIENCY)

(COLUMN 3 = KEY SKILL I WANT TO DEVELOP)

**RATE YOURSELF**



(LOW, BEGINNING LEVEL) To

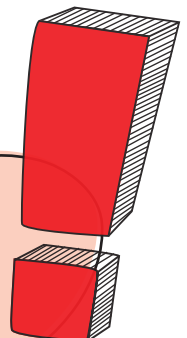


(HIGH, EXPERT LEVEL)

1.	2.	3.
<b>Communication Skills</b>		
Business Writing		
Proposal Writing		
Presentation & Public Speaking		
Facilitation		
Running a Meeting		
Listening		
Interviewing		
Influencing		
Giving & Receiving Feedback		
Conflict Resolution		
Negotiating		
Creative or Promotional Writing		
E-mail		
Editing or Copywriting		
Proofreading		
Writing Job Descriptions		
Other:		

1.	2.	3.
<b>Supervisory Skills</b>		
Hiring		
Coaching & Mentoring		
Delegating		
Setting Goals & Objectives		
Directing		
Assessing Performance		
Leading		
Motivating		
Training & Support Development		
Analyzing Work Flow & Processes		
Recruiting & Retention		
Administrative Management		
Other:		

EVEN IF SOME SKILLS LISTED BELOW HAVE NO BEARING ON YOUR CAREER, PRESENT OR FUTURE, RATE THEM.



# SKILLS ASSESSMENT (CONTINUED...)

(COLUMN 1 = SKILLS) (COLUMN 2 = LEVEL OF PROFICIENCY) (COLUMN 3 = KEY SKILL I WANT TO DEVELOP)

## RATE YOURSELF

"1" (LOW, BEGINNING LEVEL) To  
"5" (HIGH, EXPERT LEVEL)

1.	2.	3.
<b>Technology &amp; Computer Skills</b>		
Social Media Skills		
MS Office (Word, Excel, etc)		
Familiar with Cloud Computing		
Writing Code		
Creating Websites		
App Development		
Using Outsourcing & Off-shore Websites		
Customer Relationship Management		
Using Enterprise Software		
Other:		

<b>Teamwork Skills</b>		
Leading & Working with Teams		
Group Problem Solving		
Keeping Teams on Target		
Working with a Virtual Team		
Assuming Team Membership Roles		
Collaborating		
Other:		

1.	2.	3.
<b>Self-Management Skills</b>		
Self-Awareness		
Emotional Intelligence		
Time Management		
Balancing Work & Life		
Career Development		
Stress Management		
Limit Setting & Goal Setting		
Risk Taking		
Questioning Things		
Inventing		
Self-Reflection		
Working Independently & with Accountability		
Being Creative & Innovative		
Using Power & Authority Positively		
Seeing Multiple Perspectives		
Managing Change		
Cross Cultural Awareness		
Being Assertive		
Being Confident		
Other:		