



Employee: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

## Computer/People-Management Skills Assessment

Use this form to document your skills inventory. It is helpful for you to keep a skills inventory and update it as you increase your skills. Then you will have this information readily available when you need to update your resume, respond to inquiries at interviews, and give an accurate picture of your skill level at salary reviews. You can also use it to start a skills development plan.

Modify this form to create your own custom skill inventory. It presents several ways that you can list and measure your skills. Not all of the skills listed in the inventory will apply to you. In addition, you will want to add your particular skills.

| Desktop Computer Skills   |  |                          |                          |                          |
|---|--|--------------------------|--------------------------|--------------------------|
| <i>Skills for using a computer to produce business reports, presentations, letters, memos, and other office communications.</i> |  |                          |                          |                          |
| <b>General Skills</b>   | <i>Evaluate your skill level to identify areas you can work on.</i>  |                          |                          |                          |
|   | <i>Power User</i>  | <i>Highly Skilled</i>    | <i>Adequate</i>          | <i>Marginal</i>          |
| <i>File Management</i>  | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Internet</i>   | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Microsoft Windows</i>  | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Navigation</i>   | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Applications</b>   | <i>List specific software applications that you know how to use:</i> |                          |                          |                          |
| <i>Database</i>   |  |                          |                          |                          |
| <i>Word Processing</i>  |  |                          |                          |                          |
| <i>Spreadsheets</i>   |  |                          |                          |                          |
| <i>Presentations</i>  |  |                          |                          |                          |
| <i>Graphics</i>   |  |                          |                          |                          |

## People Management Skills

*Rate your skill level in working with people on the job in order to help them achieve goals.*

|   | Exceptional              | Exceeds Requirements     | Meets Requirements       | Marginal                 | Needs Work               |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Active listening</b> — Giving full attention to others without interrupting.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Negotiation</b> — Finding common ground between opposing parties.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Conflict resolution</b> — Bringing people together and reconciling differences.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Service orientation</b> — Actively looking for ways to help others.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Persuasion</b> — Persuading others to change their minds or behavior.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Delegating</b> — Matching tasks to people with the appropriate skills and interest to do them. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Coordination</b> — Adjusting actions in relation to the actions of others as necessary.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Instructing</b> — Teaching others to do something, making sure that they comprehend.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Speaking</b> — Talking to others to convey information effectively.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Writing</b> — Communicating effectively in writing as appropriate for the intended recipients. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Monitoring</b> — Assessing performance and stepping in to make improvements.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Email etiquette</b> — Taking time to write clearly and respond appropriately.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |