



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

People Management Skills					
Rate your skill level in working with people on the job in order to help them achieve goals.					
	Exceeded Requirements	Exceeded Requirements	Meets Requirements	Marginal	Needs Work
Active Listening - Giving full attention to others without interrupting					
Negotiation - Finding common ground between opposing parties					
Conflict Resolution - Bringing people together and reconciling differences					
Service Orientation - Actively looking for ways to help others					
Persuasion - Persuading others to change their minds or behavior.					
Delegating - Matching tasks to people with the appropriate skills and interest to do them					
Coordination - Adjusting actions in relation to the actions of others as necessary					
Instructing - Teaching others to do something, making sure they comprehend					
Speaking - Talking to others to convey information effectively					
Writing - Communicating effectively in writing as appropriate for the intended recipients.					
Monitoring - Assessing performance and stepping in to make improvements					
E-mail etiquette - Taking time to write clearly and respond appropriately					