

EMPLOYEE SKILLS LIST

EMPLOYEE SKILLS INVENTORY FORM

EMPLOYEE:		DATE:	
DEPARTMENT:		SUPERVISOR:	

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".

SKILLS LIST				
ADMINISTRATIVE & CLERICAL SKILLS	EXPERT	ADVANCED	BASIC	N/A
Answering multi-line telephone				
Book bookkeeping				
Cash handling				
Data entry				
Developing methods and processes				
Filing, copying, scanning documents				
Issuing notices				
Filing				
Inventorying				
Proofreading				
Scheduling appointments				
Using desktop computer				
Other:				
COMPUTER SKILLS	EXPERT	ADVANCED	BASIC	N/A
Windows				
Mac				
Internet				
Microsoft Office				
Coloring				
Desktop publishing				
Network administration				
Spreadsheets				
Other:				
COMMUNICATION SKILLS	EXPERT	ADVANCED	BASIC	N/A
Advertising				
Consulting				
Coordinating				
Experiencing				
Interacting ideas				
Listening				
Presenting				
Public speaking				
Reading				
Reasoning				
Training and teaching				
Understanding				

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Interacting ideas				
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Employee Skills Checklist Template

M Woodhall



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