

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				
Clouding				
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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Reasoning				
Training and teaching				
Understanding				

Employee Skills Checklist Template

Clemens Wendtner



Employee Skills Checklist Template:

Embracing the Tune of Appearance: An Psychological Symphony within **Employee Skills Checklist Template**

In a world eaten by monitors and the ceaseless chatter of fast conversation, the melodic beauty and psychological symphony created by the prepared term usually disappear in to the backdrop, eclipsed by the persistent noise and distractions that permeate our lives. Nevertheless, nestled within the pages of **Employee Skills Checklist Template** a charming literary value filled with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by a masterful composer of language, that fascinating masterpiece conducts readers on a psychological journey, skillfully unraveling the concealed songs and profound impact resonating within each cautiously constructed phrase. Within the depths of the moving examination, we can investigate the book is main harmonies, analyze their enthralling publishing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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