

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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Experiencing				
Interacting ideas				
Listening				
Presenting				
Public speaking				
Reading				
Reasoning				
Training and teaching				
Understanding				

Employee Skills Checklist Template

Michael Seilmaier

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Employee Skills Checklist Template:

The Top Books of the Year Employee Skills Checklist Template The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Employee Skills Checklist Template : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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