Harvard ManageMentor — MANAGING YOUR CAREER TOOLS

Skills Assessment

Use this form to develop a baseline assessment of your skills, including those that are transferable from one position to another, or those that you want to develop. Rate your current level of proficiency, if desired, from "1" (low, beginning level) to "5"(high, expert level). You may want to supplement this form with skills-assessment tools that relate directly to your position, which may be available from your company. You can also use this form to solicit peer feedback on your skill level.

Obviously, some of the skills listed below will have no bearing on your career, present or future. Feel free to pass on any such items.

Date of Assessment:

Skill	**Level of Proficiency** *Low* 1 2 3 4 5 *High*	**Transferable** Yes	**Transferable** No	**Key Skill I Want to Develop**
Communication Skills				
Business Writing				
Proposal Writing				
Presentation				
Facilitation				
Running a Meeting				
Listening				
Interviewing				
Influencing				
Giving and Receiving Feedback				
Conflict Resolution				
Negotiating				
Creative or Promotional Writing				
E-mail Communication				
Editing or Copyediting				
Proofreading				
Writing Job Descriptions				
Other:				
Technology and Computer Skills				
Keyboarding				
Word Processing				
Spreadsheet				
HTML				
XML				
Project Management				
E-mail				
Presentation Software				
Graphics Software				
Other:				
Financial Skills				
Budgeting				
Financial Analysis				

Cost Accounting				
Forecasting				
Tracking and Management				
Preparing a Business Plan				
Preparing an Investment Initiative				
Cash-Flow Analysis				
Breakeven Analysis				
Quantitative Analysis				
Other:				
Supervisory Skills				
Hiring				
Coaching				
Delegating				
Setting Goals and Objectives				
Directing				
Assessing Performance				
Leading				
Motivating				
Training and Support Development				
Analyzing Work Flow and Processes				
Recruiting and Retention				
Administrative Management				
Other:				
Management Skills				
Managing Change				
Managing Customers, Internal and/or External				
Project Management				
Production or Implementation Management				
Managing Upward				
Solving Business Problems				
Business Analysis, Critical Thinking				
Internal Consulting and Networking				
Vendor Management				
Strategic Planning				
Tactical Planning				
Creative Thinking, Brainstorming				
Managing for Innovation				
Managing a Diverse Work Force				
International Marketing				
Teamwork Skills				
Leading a Team				
Group Problem Solving				
Keeping Teams on Target				
Working with a Virtual Team				

Assuming Team Membership Roles				
Collaborating				
Other:				
Self-Management Skills				
Self-Awareness				
Emotional Intelligence				
Time Management				
Balancing Work and Life				
Career Development				
Stress Management				
Limit Setting and Goal Setting				
Using Power and Authority Positively				
Seeing Multiple Perspectives				
Other:				
Sales and Marketing Skills				
Product Marketing				
Direct Marketing				
Market Research (perform or direct)				
Telemarketing				
Promotions				
Publicity				
Electronic Marketing				
Trade Show/Exhibits Management				
Consumer Marketing				
Business to Business Marketing				
Competitive Analysis and Planning				
Direct Sales				
Sales Forecasting				
Telesales				
Consultative Selling				
Other:				
Physical and Manual Dexterity Skills				
Assembling, Constructing or Building				
Operating Tools or Machinery				
Fixing or Repairing				
Ability to Train Others on Tasks				

Other Industry and/or Job-Specific Skills (List)	

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