

Skills Analysis Questionnaire

The following Skills Analysis Questionnaire is a tool that aims to help you find out more about the skills and qualities you have. These skills and qualities may have developed through your previous jobs, hobbies, leisure activities, volunteer work, courses and training you have attended and other similar methods. By going through this questionnaire you will become more aware of the skills and qualities you have and once you know about these, it is possible to determine what jobs you may be able to use these skills in, no matter how similar or different these jobs are to your previous position(s).

To answer this questionnaire, you will need to read through each of the skills and qualities and mark the level of skill you think you have in that area. Below is the scale you will need to use to rate your skill levels:

0	1	2	3	4
Not at all Skilled (I have no skill at all in this area)	Less Skilled	Reasonably Skilled	More Skilled	Very Skilled (I am able to teach / train someone)

Please complete below and continue on the following pages.

COMMUNICATION SKILLS	Not at all Skilled	Less Skilled	Reasonably Skilled	More Skilled	Very Skilled
Taking telephone enquiries	0	1	2	3	4
Working at a front desk, reception or counter area	0	1	2	3	4
Telephone selling	0	1	2	3	4
Translating another language	0	1	2	3	4
Taking telephone orders	0	1	2	3	4
Handling complaints	0	1	2	3	4
Making appointments for others	0	1	2	3	4
Following instructions from others	0	1	2	3	4
Taking messages for others	0	1	2	3	4
Public speaking	0	1	2	3	4
Reading	0	1	2	3	4
Writing	0	1	2	3	4
ADD UP THE NUMBER OF RESPONSES YOU HAVE IN EACH COLUMN AND WRITE THAT NUMBER HERE					
	# of 0's	# of 1's	# of 2's	# of 3's	# of 4's

MANUAL SKILLS	Not at all Skilled	Less Skilled	Reasonably Skilled	More Skilled	Very Skilled
Use of air and powertools	0	1	2	3	4
Use of hand tools (hammer, screwdriver etc)	0	1	2	3	4
Welding	0	1	2	3	4
Using garden tools / machinery	0	1	2	3	4
Loading unloading vehicles	0	1	2	3	4
Repairing machines	0	1	2	3	4
Drive a manual vehicle	0	1	2	3	4
Drive an automatic vehicle	0	1	2	3	4
Driving a forklift	0	1	2	3	4
Driving a truck	0	1	2	3	4
Operating machinery	0	1	2	3	4
Restocking a warehouse	0	1	2	3	4
General laboring for tradesmen	0	1	2	3	4
Handling deliveries	0	1	2	3	4
Dock hand duties	0	1	2	3	4
Shrink wrapping	0	1	2	3	4
Constructing objects	0	1	2	3	4
Fixing / Repairing things	0	1	2	3	4
Bricklaying	0	1	2	3	4
Using a sandblaster	0	1	2	3	4
Using grinding machinery	0	1	2	3	4
Sewing, embroidery, knitting (any of these)	0	1	2	3	4
Sweeping, vacuuming, mopping floors	0	1	2	3	4
General household cleaning	0	1	2	3	4
General office cleaning	0	1	2	3	4
General factory / warehouse cleaning	0	1	2	3	4
General hotel cleaning	0	1	2	3	4
Handling chemicals	0	1	2	3	4
ADD UP THE NUMBER OF RESPONSES YOU HAVE IN EACH COLUMN AND WRITE THAT NUMBER HERE <					
	# of 0's	# of 1's	# of 2's	# of 3's	# of 4's

CLERICAL / OFFICE ADMINISTRATION SKILLS	Not at all Skilled	Less Skilled	Reasonably Skilled	More Skilled	Very Skilled
Reception	0	1	2	3	4
Operating a switchboard	0	1	2	3	4
Balancing petty cash	0	1	2	3	4
Bookkeeping	0	1	2	3	4
Data entry / typing	0	1	2	3	4
Ordering stationery / office stock	0	1	2	3	4
Arranging meetings / functions	0	1	2	3	4
Banking / Payroll (circle strongest skill)	0	1	2	3	4
General mail duties	0	1	2	3	4
Maintaining office equipment (i.e fax / photocopier)	0	1	2	3	4
Photocopying, faxing and filing documents	0	1	2	3	4
Setting up and maintaining administrative procedures	0	1	2	3	4
Helping to prepare operating budgets	0	1	2	3	4
Transcribe information	0	1	2	3	4
Medical terminology / medical receptionist	0	1	2	3	4
ADD UP THE NUMBER OF RESPONSES YOU HAVE IN EACH COLUMN AND WRITE THAT NUMBER HERE <					
	# of 0's	# of 1's	# of 2's	# of 3's	# of 4's

SUPERVISORY / MANAGERIAL SKILLS	Not at all Skilled	Less Skilled	Reasonably Skilled	More Skilled	Very Skilled
Coordinating a team	0	1	2	3	4
Running a business	0	1	2	3	4
Writing and implementing policy	0	1	2	3	4
Supervising staff	0	1	2	3	4
Setting targets and budgets	0	1	2	3	4
Making business decisions	0	1	2	3	4
Managing staff performance	0	1	2	3	4
Recruitment of staff	0	1	2	3	4
ADD UP THE NUMBER OF RESPONSES YOU HAVE IN EACH COLUMN AND WRITE THAT NUMBER HERE <					
	# of 0's	# of 1's	# of 2's	# of 3's	# of 4's

COMPUTER AND TECHNICAL SKILLS	Not at all Skilled	Less Skilled	Reasonably Skilled	More Skilled	Very Skilled
Creating spreadsheets	0	1	2	3	4
Using Microsoft Word	0	1	2	3	4
Using Microsoft Office Suite (at least one of)	0	1	2	3	4
Using Microsoft Outlook / Email	0	1	2	3	4
Using the Internet	0	1	2	3	4
Using Illustrator / Dreamweaver / Publisher	0	1	2	3	4
Operating a computer	0	1	2	3	4
Fixing computer program problems	0	1	2	3	4
Fixing / repairing computers	0	1	2	3	4
Identify technical problems with computers and similar	0	1	2	3	4
Explain how to use a computer program to others	0	1	2	3	4
Program and or install a program onto a computer	0	1	2	3	4
ADD UP THE NUMBER OF RESPONSES YOU HAVE IN EACH COLUMN AND WRITE THAT NUMBER HERE <					
	# of 0's	# of 1's	# of 2's	# of 3's	# of 4's

RETAIL SKILLS	Not at all Skilled	Less Skilled	Reasonably Skilled	More Skilled	Very Skilled
Dealing with customers	0	1	2	3	4
Selling goods	0	1	2	3	4
Marketing and promoting	0	1	2	3	4
Arranging displays / presentation of merchandise	0	1	2	3	4
Handling money	0	1	2	3	4
Receipt and dispatch of stock	0	1	2	3	4
Balancing the till	0	1	2	3	4
Checkout skills using a scanner	0	1	2	3	4
Using a touch screen register	0	1	2	3	4
Operating credit card / EFTPOS facilities	0	1	2	3	4
Stocktaking	0	1	2	3	4
Handling deliveries	0	1	2	3	4
ADD UP THE NUMBER OF RESPONSES YOU HAVE IN EACH COLUMN AND WRITE THAT NUMBER HERE <					
	# of 0's	# of 1's	# of 2's	# of 3's	# of 4's