

SKILLS ASSESSMENT WORKSHEET

Skill- proficiency, ability, or dexterity; expertness

Analyzing information

Checking completeness / accuracy of work

Communicating in writing

Communicating Orally

Coordinating peoples, places, meetings

Dealing w/ Public - Customer

Developing new or improved procedures

Expediting results

Initiating ideas

Instructing others / facilitating

Performing repetitive tasks

Planning work of others

Project Work

Organizing information / Tasks

Solving Complex Problems

Managing multiple Tasks

Working under minimal Supervision

Working Under pressure

Working within deadlines

Working w/ abstract ideas

Working w/ Figures

Working w/ Physical objects (eg. Computer)