

Directions: Choose a response that best describes your Skill Level.

Strength = Experience performing and you consider a strength

Competent = Experience performing at a competent level

Need to develop = Experience performing but not at a competent level

Weakness = No experience performing or having experience at a weakness level

Notes = Free form to capture your thoughts during the assessment

Create action plans for items that are Weaknesses or Need to Develop.

Skill	Category	Strength	Competent	Need to Develop	Weakness	Notes
Accounts Payable	Fin					
Analyzing data	Fin					
Auditing financial reports	Fin					
Balance sheet	Fin					
Budgeting	Fin					
Calculate break even	Fin					
Calculate Margin	Fin					
Calculate profitability	Fin					
Calculate simple interest	Fin					
Calculating numerical data	Fin					
Cash flow	Fin					
Cash forecasting	Fin					
Collections	Fin					
Credit Management	Fin					
Difference between fixed and variable costs	Fin					
Financial reporting	Fin					
Financial statement	Fin					
Income statement	Fin					
Invoicing	Fin					
Maintain accurate records	Fin					
P&L	Fin					
Payroll	Fin					
Pricing	Fin					
Profit Planning	Fin					
reporting information	Fin					
Sales forecasting	Fin					
Spreadsheet	Fin					
Tables and charts	Fin					
Tax Requirements (sales tax, payroll tax)	Fin					
Taxes	Fin					
Developing employees	HR					

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Hiring employees	HR					
Conflict Resolution	HR					
HR Laws	HR					
HR rules	HR					
Interview prospective employees	HR					
Managing teams	HR					
Mediation	HR					
Performance reviews	HR					
Recruiting	HR					
Reviewing performance	HR					
Supervising	HR					
Training employees	HR					
Compensation	HR					
Create vision	MGMT					
Creative thinking	MGMT					
Deal with difficult people	MGMT					
Decision making	MGMT					
Defining a problem	MGMT					
Delegation	MGMT					
Facilitate a meeting	MGMT					
Goal Setting	MGMT					
Leadership	MGMT					
Maintain emotional control under stress	MGMT					
Motivate others	MGMT					
Negotiation	MGMT					
Organizing	MGMT					
Problem solving	MGMT					
Serving others	MGMT					
Time management	MGMT					
Work long hours	MGMT					
Work under stress	MGMT					

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Skill	Category	Strength	Competent	Need to Develop	Weakness	Notes
Writing Skills	MGMT					
Build team environment	MGMT					
Contracts	OPS					
Customer Service	OPS					
Developing plans for projects	OPS					
Distribution	OPS					
Enforcing rules and regulations	OPS					
Insurance	OPS					
Inventory management	OPS					
Inventory planning	OPS					
Leases	OPS					
Priority setting	OPS					
Product development	OPS					
Project management	OPS					
Purchasing	OPS					
Advertising	Sales					
Analyze competition	Sales					
Analyze customers	Sales					
Incentive programs	Sales					
Interacting with people at different levels	Sales					
Market Research	Sales					
Marketing plan	Sales					
Meeting new people	Sales					
Networking	Sales					
Persuasion	Sales					
Presentation Skills	Sales					
Promotion	Sales					
Selling	Sales					
Cold Calling	Sales					
Creating Rapport	Sales					
Asking engaging questions	Sales					

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Skill	Category	Strength	Competent	Need to Develop	Weakness	Notes
Active listening	Sales					
Presenting Solutions	Sales					
Asking for commitment	Sales					
Relationship building	Sales					
Social media	Sales					
Web design	Sales					
Work with people	Sales					