

# 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 |
| Advising                            |        |          |       |     |
| Consulting                          |        |          |       |     |
| Coaching                            |        |          |       |     |
| Explaining                          |        |          |       |     |
| Interacting with                    |        |          |       |     |
| Listening                           |        |          |       |     |
| Presenting                          |        |          |       |     |
| Public speaking                     |        |          |       |     |
| Reading                             |        |          |       |     |
| Reasoning                           |        |          |       |     |
| Training and teaching               |        |          |       |     |
| Understanding                       |        |          |       |     |

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| Cash handling                       |        |          |       |     |
| Data entry                          |        |          |       |     |
| Developing methods and processes    |        |          |       |     |
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| Consulting                          |        |          |       |     |
| Coaching                            |        |          |       |     |
| Explaining                          |        |          |       |     |
| Interacting with                    |        |          |       |     |
| Listening                           |        |          |       |     |
| Presenting                          |        |          |       |     |
| Public speaking                     |        |          |       |     |
| Reading                             |        |          |       |     |
| Reasoning                           |        |          |       |     |
| Training and teaching               |        |          |       |     |
| Understanding                       |        |          |       |     |

# Employee Skills Checklist Template

**RJ Alexander**

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

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Answers to Even- Numbered Exercises 9. Experiment with the xman utility to answer the following questions: a. How many man pages are in the Devices section of the manual? Answers to Odd-Numbered Problems CHAPTER 1. Exercises 1.1. 1. (a) ordinary, first order. (c) partial, second order. (e) ordinary, third order. (g) ordinary, second order. Answers to Even-Numbered Exercises How can you keep other users from using write to communicate with you? Why would you want to? Give the command mesg n to keep ordinary users from writing to ... Why do some science or math books only have answers ... Jan 30, 2015 — Some science and math books only provide answers to odd or even numbered questions as a way to encourage students to practice ... MARK G. SOBELL A PRACTICAL GUIDE TO LINUX ... by MG SOBELL · 2013 · Cited by 55 — ... EXERCISES. 1. The following message is displayed when you attempt to log in with an incorrect username or an incorrect password: Page 81. ADVANCED EXERCISES ... ANSWERS TO EVEN-NUMBERED EXERCISES - Sobell Jul 27, 2013 — Answers to Even-numbered Exercises<br />. 1. Wile?<br />. 2. What does the /etc/resolv.conf file do? What do the nameserver lines in<br />. 1 Answers to Chapter 3, Odd-numbered Exercises 1 Answers to Chapter 3, Odd-numbered Exercises. 1)  $r(n) = 25r(n - 1) + 3r(n - 2) + 10n - 1$ . There are  $25r(n - 1)$  identifiers satisfying the first condition,  $3r$  ... Vim Question - Single command to swap words Jan 5, 2012 — Hi, I'm working through Sobell's book Linux Commands, Editors and Shell ... odd-numbered exercises (for which he does not publish the answers). Why do textbooks often include the solutions to odd or ... Jun 18, 2019 — My question is, why do textbooks often include the solutions to odd or even numbered problems but not both? In my case, I don't think space is ... Principles Of Corporate Finance Solution Manual - Chegg



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