

# Skills Assessment

Use this form to develop a baseline assessment of your transferable skills, those that are transferable from one position to another. Step 1: Rate your current level of proficiency from "1" (low, beginning level) to "5" (high, expert level). Some of the skills will not be applicable to your present or future career, feel free to pass on those items. In each category of skill there are spaces for you to write in "other" skill as appropriate. Step 2: Check off skills that are immediately transferable: *proficiency level 3 or greater*.

Skill	Proficiency scale: 1 2 3 4 5	Check if transferable
<b>Technology and Computer Skills</b>		
Agile Methodology		
Calendaring Tools (Doodle, Calendary, etc.)		
Desktop Publishing		
Desktop Support : MAC/UNIX/Linux, Windows		
Graphics Tools		
Microsoft Excel		
Microsoft Word		
Outlook/Gmail		
Presentation Tools (Prezi, PowerPoint, Canva)		
Programming Languages		
Project Management Tools		
Social Media Platforms		
Web Design & Development		
Web Service (SOAP, JAX-RPC)		
Other:		
Other:		
<b>Harvard Administrative Systems</b>		
AR Application		
B2P (Buy-to-Pay)		
CAPS		
CREW		
CSMA		
FedEx Application		
General Ledger		
GMAS		
HCOM		
HUBS		

Skill	Proficiency scale: 1 2 3 4 5	Check if transferable
Oracle Financial Application		
PCard		
PeopleSoft: Employee Self-Service		
PeopleSoft: HR Management		
Sponsored Budget Tool		
Web Reimbursement		
Other:		
Other:		
<b>General Financial Skills</b>		
Accounts Receivable		
Accounting and Cost Accounting		
Accounts Payable		
Auditing		
Breakeven Analysis		
Budgeting		
Cash-Flow Analysis		
Contract Review		
Data Query Tools		
Financial Analysis		
Financial Modeling		
Forecasting		
Payroll Processing		
Procurement		
Quantitative Analysis		
Tracking and Management		
Vendor Management		
Other:		
Other:		
<b>General Administration Skills</b>		
Calendar Management		
Conduct Research (library or on-line)		
Event Planning		
Interface with Students, Patrons, Customers		
Meeting Coordination		

Skill	Proficiency scale: 1 2 3 4 5	Check if transferable
On line Course Material Preparation		
Prepare Materials (copy, collate, distribute)		
Prioritize and Compile Correspondence/Email		
Travel Coordination		
Virtual Meeting Set up and Coordination		
Other:		
Other:		
<b>Research Administration Skills</b>		
Award Management with Financial Projections		
Advise on Policy and Process (allowability of costs)		
Closeout of Awards		
Proposal Preparation		
Sponsored Progress Reporting		
Subrecipient Monitoring		
Train Others on Policy/Protocol		
Other:		
Other:		
<b>Industry and or Job-Specific Skills</b>		
Bench-research skills		
Design and Create Objects/Art		
Fixing or Repairing Objects		
Operating Vehicles, Tools, or Machinery		
Other:		
Other:		
<b>Communication Skills</b>		
Customer Service: <i>respond to customer need in calm, considerate and careful manner</i>		
Edit/Proofread: <i>streamline language, correct grammar, punctuation, spelling</i>		
Facilitate Group Discussions: <i>support interactions among participants</i>		
Fluent in Multiple languages: <i>translate/interpret in multiple languages. Specific Languages:</i>		
Interview: <i>ask researched and targeted questions</i>		
Listen Actively: <i>acknowledge and encourage speaker, paraphrase, ask follow up questions</i>		
Public Speaking: <i>deliver message/information to an audience</i>		

Skill	Proficiency scale: 1 2 3 4 5	Check if transferable
Verbal Communication: <i>Speak in a clear, organized way</i>		
Written Communication: <i>clear content structure, correct spelling, punctuation, grammar</i>		
Other:		
Other:		
<b>Teamwork Skills</b>		
Assuming Team Membership Roles		
Collaborating		
Group Problem Solving		
Working with a Diverse group		
Working with a Virtual Team		
Other:		
Other:		
<b>Self-Management Skills</b>		
Balancing Work and Life		
Career Development		
Emotional Intelligence		
Limit Setting and Goal Setting		
Seeing Multiple Perspectives		
Self-Awareness		
Stress Management		
Time Management		
Other:		
Other:		
<b>Supervisory Skills</b>		
Analyzing Work Flow and Processes		
Assessing Performance		
Coaching		
Delegating responsibility		
Envision the future and lead change		
Hiring/Recruiting		
Motivate/Inspire others to achieve common goals		
Setting Goals and Objectives		

Skill	Proficiency scale: 1 2 3 4 5	Check if transferable
Training and Learning Development		
Other:		
Other:		
<b>Analytical Skills</b>		
Critical thinking		
Decision making		
Problem solving		
Project management		
Strategic planning		
Evaluate/observe		
Other:		
Other:		
<b>Management/Leadership</b>		
Communicate mission/goals		
Conflict resolution		
Conflict resolution		
Creative thinking		
Emotional intelligence		
Inclusive Leadership		
Manage change		
Negotiation		
Other:		
Other:		