

Skill Competency Ratings

Name: _____ Date: _____

To help us find the best position for you in our company, please rate your strengths and weaknesses on the following from 1 – 10 on the following skills. 1 = weak/poor through 10=strong/excellent. Please elaborate as you see fit in the space provided.

Computers & IT literacy

Communications

Research

Coordination

Word

Excel

Timeliness

Leadership

Marketing

Business Strategy

Legalese