

Skills Information

Knowing the skills of local people helps identify ways they can contribute to improving the neighborhood, find jobs, or start businesses. Please read the following list of skills and mark “yes” to ones you have. These skills may have been learned through experience in the home or with your family, at church, in the community, or on the job.

Health

Caring for elderly _____
Caring for mentally ill _____
Caring for sick _____

(If you answered yes to any of the above, please answer the following questions about the kind of care you provided:)

Bathing _____
Feeding _____
Preparing special diets _____
Exercising and escorting _____
Grooming _____
Dressing _____
Making a person feel at ease _____

Office

Typing _____
Operating adding machine/calculator _____
Filing alphabetically/numerically _____
Taking phone messages _____
Writing business messages _____
Receiving phone orders _____
Operating switchboard _____
Keeping track of supplies _____
Shorthand or speedwriting _____
Bookkeeping _____
Entering information into computer _____
Word processing _____

Construction and Repair

Painting _____
Porch construction or repair _____
Tearing down buildings _____
Knocking out walls _____
Wall papering _____
Furniture repairs _____
Repairing locks _____
Building garages _____
Bathroom modernization _____
Building room additions _____
Tile work _____
Installing drywall _____
Plumbing repair _____
Electrical repair _____
Bricklaying & Masonry _____
Cabinetmaking _____

Kitchen modernization _____
Furniture making _____
Installing insulation _____
Plastering _____
Soldering & welding _____
Concrete work (sidewalks) _____
Installing floor coverings _____
Repairing chimneys _____
Heating/cooling system installation _____
Putting on siding _____
Tuckpointing _____
Cleaning chimneys _____
Installing windows _____
Building swimming pools _____
Carpentry skills _____
Roofing repair or installations _____

Maintenance

Window washing _____
Floor waxing or mopping _____
Washing and cleaning carpets/rugs _____
Routing clogged drains _____
Using a handtruck in a business _____
Caulking _____
General household cleaning _____
Fixing leaky faucets _____
Mowing lawns _____
Planting & caring for gardens _____
Pruning trees & shrubbery _____
Cleaning/maintaining swimming pools _____
Floor sanding or stripping _____
Wood stripping/refinishing _____

Food

Catering _____
Serving food to large numbers of people (over 10) _____
Preparing meals for large numbers of people (over 10) _____
Clearing/setting tables for large numbers of people _____
Washing dishes for large numbers of people _____
Operating commercial food preparation equipment _____
Bartending _____
Meatcutting _____
Baking _____

Child Care

Caring for babies (under age 1 year) _____
Caring for children (1 to 6) _____
Caring for children (7 to 13) _____
Taking children on fieldtrips _____

Transportation

- Driving a car _____
- Driving a van _____
- Driving a taxi _____
- Driving a bus _____
- Driving a tractor trailer _____
- Driving a commercial truck _____
- Delivering goods _____
- Hauling _____
- Operating farm equipment _____
- Driving an ambulance _____

Operating Equipment & Repairing Machinery

- Repairing radios, TVs, VCRs, Tape recorders _____
- Repairing other small appliances _____
- Repairing automobiles _____
- Repairing trucks/buses _____
- Using forklift _____
- Repairing large household equipment _____
- Repairing heating & air conditioning system _____
- Operating a dump truck _____
- Fixing washers/dryers _____
- Repairing elevators _____
- Operating a crane _____
- Assembling items _____

Supervision

- Writing reports _____
- Filing out forms _____
- Planning work for other people _____
- Directing work of other people _____
- Making a budget _____
- Keeping records of all your activities _____
- Interviewing people _____

Sales

- Operating a cash register _____
- Selling products wholesale or for manufacturer _____
- Selling retail products _____
- Selling services _____
- Have you sold products or services
(mark yes to all that apply)
- Door to door _____
- Phone _____
- Mail _____
- Store _____
- Home _____

Music

- Singing _____
- Play an instrument _____

Security

- Guarding residential property _____
- Guarding commercial property _____
- Guarding industrial property _____
- Armed guard _____
- Crowd control _____
- Ushering major events _____
- Installing alarms & security systems _____
- Repairing alarms & security systems _____
- Firefighting _____

Other

- Upholstering _____
- Sewing _____
- Dressmaking _____
- Crocheting _____
- Knitting _____
- Tailoring _____
- Moving furniture or equipment _____
- Managing property _____
- Assisting in the classroom _____
- Hair dressing _____
- Hair cutting _____
- Phone surveys _____
- Jewelry or watch repair _____

Are there any other skills that you have which haven't been mentioned?

Priority skills

1. When you think of your skills, what three things do you think you do best?
 - a)
 - b)
 - c)

2. Which of all your skills are good enough that other people would hire you to do them?
 - a)
 - b)
 - c)

3. Are there any skills you would like to teach?
 - a)
 - b)
 - c)

4. What skills would you like most to learn?
 - a)
 - b)
 - c)

Community Skills

Have you ever organized or participated in any of the following community activities? (mark yes to all that apply)

- Boy scouts/girl scouts _____
- Church fundraisers _____
- Bingo _____
- School-parent association _____
- Sports teams _____
- Camps for kids _____
- Field trips _____
- Political campaigns _____
- Block clubs _____
- Community groups _____
- Rummages sales _____
- Yard sales _____
- Church suppers _____
- Community gardens _____
- Neighborhood organization _____
- Other groups or community work _____

Personal Information

Name _____

Address _____

Phone _____

Age _____

Sex: F _____ M _____

Thank you very much for your time!