

## ***Employee's Professional Skills Assessment***

Position Title:           **[Job Title]**  
Division/Department:   **[College], [Department]**  
Employee:               **[Employee Name]**

### **Instructions**

This assessment tool was designed to help the Transition Team work with both the receiving manager and the employee bumping into a new position to identify specific training needs. Please be frank and honest in your responses when completing this questionnaire. *This document is a Microsoft Word Form Template: you will only be able to edit in the shaded fields.*

1. The manager/supervisor will complete the skills assessment survey for the position, enter the data into this form, and email it (as an attachment) to Human Resources. (Please consult the position's job announcement or job description to assist you in setting the appropriate skill levels.)
2. The Transition Team will review the completed assessment and follow up with the manager/supervisor.
3. A companion skills assessment will be created from the data the manager provided and the Transition Team will meet with the transitioning employee to review the instructions for its completion.
4. Once the employee has completed and returned the Professional Skills Assessment, the Transition Team will meet with the receiving manager and the employee to help summarize training needs and facilitate discussion of transition concerns.

*If you have any questions when you are filling out this survey, please call Foothill [team member] at ext. XXXX, Mary Kay Englen at ext. 8322, or HR Director at ext. XXXX.*

## **Part I: Professional Skills**

*Please give a frank and honest assessment of your skills in the following areas by checking the appropriate box:*

	very strong		fair		need training
<b><u>Communicating Skills</u></b>					
Effective listening	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Effective written communication	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Effective oral communication	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Resolving conflicts	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Work collaboratively	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Work effectively with a diverse population	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Effective note-taking	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Effective phone communication	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Interacting with faculty	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Interacting with students	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Interacting with administrators	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Coaching others	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Leading coworkers or work team	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
<b><u>Self-Guiding Skills</u></b>					
Organizing and planning	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Setting and managing multiple priorities	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Attention to detail / accuracy	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Working in a self-directed, independent manner	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Organizing and maintaining supervisor/office calendar	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Initiative and perseverance, follow-up	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Flexibility (accommodate unexpected changes)	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Adaptability (learn new tasks, skills)	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Assertiveness	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Sense of humor	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Punctuality	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Editing / Proofreading	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
<b><u>Critical Thinking Skills</u></b>					
Independent problem solving	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Independent decision making	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Creativity and innovation	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Analyze and evaluate	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Strategize	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Good math skills	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

### **Manager's Description of the Position**

[Insert text from manager's skills assessment document here]

## **Part II: Organizational Knowledge**

*Please rate your knowledge of the following processes and procedures:*

Knowledge of these <b>budget</b> processes and forms:	<b>very strong</b>		<b>fair</b>		<b>need training</b>
1.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
2.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
3.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
4.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
5.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
6.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Knowledge of these **department** procedures:

1.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
2.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
3.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
4.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
5.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
6.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Knowledge of these **college** procedures:

1.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
2.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
3.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
4.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
5.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
6.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Knowledge of these **district** procedures:

1.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
2.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
3.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
4.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
5.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
6.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

**Discipline-specific** knowledge and procedures:

1.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
2.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
3.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
4.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
5.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
6.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Serving on college or district committees

5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
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Knowledge of physical campus locations

5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
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### **Part III: Technology Skills**

*Rate the level of technical proficiency needed by checking the box next to the desired skill level:*

#### **Hardware**

Macintosh computer	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
PC/Windows computer	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
District Telephones/Voicemail	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
FAX machine	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Office copier and/or scanner	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>

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#### **District Operating Systems**

Banner Financial	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Self-Service Banner, Financial	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Banner Student	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Banner Degree Works	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Banner HR	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
ARGOS	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>

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#### **Software Applications**

MS Excel	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
MS Word	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
MS PowerPoint	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
FileMaker Pro / Access	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Adobe InDesign	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>

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#### **Internet Applications**

MS Outlook	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Firefox	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
OmniUpdate (Web Page creation)	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
OmniUpdate (Web Page editing)	none <input type="checkbox"/>	beginning <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>

**What specific areas of concern** regarding the skills or training needed for this position would you like the Transition Team to know? *(The text field is unlimited in length.)*

*Thank you very much.*