

JOB-SPECIFIC SKILLS CHECK LIST

A. Household Skills

- Sewing ____
- Child Care ____
- Making Clothes ____
- Money Management ____
- Budgeting ____
- Teaching ____
- Decorating ____
- Laundry Skills ____
- Food Preparation ____
- Counseling ____
- Keeping Records ____
- Public Relations ____
- Ironing ____
- Entertaining ____
- Recreation Programming ____
- Administering First-Aid ____
- Gardening, Caring for House Plants ____
- Caring for animals ____
- Hairstyling ____
- Dealing with emergencies ____
- Correspondence ____
- Purchasing ____
- Nutritional Meal Planning ____

B. Kitchen Skills

- Preparing Food ____
- Cooking ____
- Washing Dishes ____
- Washing Pans ____
- Operating Dishwasher ____
- Planning meals, menus ____
- Inventory ____
- Ordering Supplies ____
- Stocking Shelves ____
- Hiring ____
- Budgeting ____
- Scheduling and Directing ____
- Supervising ____

C. Carpentry Skills

- Sanding ____
- House Painting ____
- Cabinet Building ____
- Ornamental Woodwork ____
- Building Additions ____
- House Framing ____
- Paneling ____
- Furniture Making ____
- Estimating ____
- Installing Insulation ____
- Furniture Refinishing ____
- Money Handling ____
- Customer Relations ____
- Selling ____
- Budgeting ____
- Purchasing Supplies ____
- Supervising ____

Counseling Skills

- Group Counseling ____
- Individual Counseling ____
- Family Counseling ____
- Marital Counseling ____
- Teaching ____
- Inter-Agency Networking ____
- Interviewing ____
- Assessment ____
- Program Development ____
- Supervising Clients ____
- Scheduling ____
- Record Keeping ____
- Public Relations ____
- Community Education ____
- Research Design ____
- Public Speaking ____
- Writing Reports ____
- Correspondence ____
- Crisis Intervention ____
- Grant Writing ____
- Budgeting ____
- Supervising ____

E. Gardening Skills

- Lawn Care ____
- Flower Gardening ____
- Landscaping ____
- Tree Trimming ____
- Farming (include Machinery) ____
- Transporting Trees ____
- Vegetable Gardening ____
- Pruning Trees ____
- Grafting ____
- Greenhouse Operation ____
- Sales, Customer Relations ____
- Surveying ____
- Public Relations ____
- Handling Money ____
- Supervising ____
- Design ____

F. Garage Skills

- Pumping Gas ____
- Engine Tune-UP ____
- Customer Relations ____
- Tire Changing and Repair ____
- Auto repair ____
- Diesel Engine Repair ____
- Handling Money ____
- Driving ____
- Sales ____
- Service Advising ____
- Truck Driving ____
- Inventory ____
- Stocking Shelves ____
- Public Relations ____
- Keeping Records ____
- Supervising ____

G. Teaching Skills

- Writing Lesson Plans ____
- Public Speaking ____
- Program Development
- Writing, Grading Tests
- Supervising Adults or Children ____
- Scheduling ____
- Individual Counseling ____
- Group Counseling ____
- Art or Music Skills ____
- Preparing Materials ____
- Special Populations ____
- Decorating Classroom ____
- Special Projects ____
- Special Events ____
- Coaching Athletics ____
- Organizing Projects ____
- Relating to Parents/Community Organizations ____
- Making Assignments ____
- Setting up Interest Centers ____
- Monitoring Others' Progress ____

H. Maintenance/Janitorial Skills

- Dusting ____
- Washing Floors ____
- Washing Windows ____
- Cleaning Bathrooms ____
- Polishing Furniture ____
- Electrical Repairs ____
- Electrical Repairs ____
- Carpentry Work ____
- Lawn Maintenance ____
- Sweeping Floors ____
- Waxing Floors ____
- Cleaning Carpets ____
- Buffing ____
- Plumbing Repairs ____
- Window Repairs ____
- Public Relations ____
- Ordering Supplies
- Supervision ____

I. Factory Skills

- Assembly Line Work ____
- Soldering ____
- Stockroom Work ____
- Inventory ____
- Quality Control ____
- Filling Orders ____
- Box Making ____
- Keeping Records ____
- Lab Work ____

- Operating Machinery ____
- Electrical Wiring ____
- Unloading, Loading ____
- Shipping, Receiving ____
- Packing ____
- Welding ____
- Parts Clerk ____
- Stocking Shelves ____
- Inventory ____
- Supervision ____

J. Truck Driving

- Driving Small Trucks ____
- City Driving ____
- Mechanical Repairs ____
- Loading and Unloading ____
- Changing Tires ____
- Handling Money ____
- Customer Relations ____

- Driving Diesel Trucks ____
- Over-the Road Driving ____
- Diesel Repairs ____
- Preventative Maintenance ____
- Keeping Records ____
- Supervision ____

K. Maintenance/Repair Skills

- General Repair ____
- Servicing Appliances ____
- Servicing Vending Machines ____
- Inventory ____
- Sales ____
- Boiler Room Maintenance ____

- Servicing Office Machines ____
- Small Engine Repair ____
- Customer Relations ____
- Handling Money ____
- Keeping Records ____
- Supervision ____

L. Bookkeeping Skills

- Accounting ____
- Using Adding Machines ____
- Accounts Receivable ____
- Payroll ____
- Billing ____
- Handling Money ____

- Using Calculators ____
- Accounts Payable ____
- Income Tax ____
- Typing ____
- Keeping Records ____
- Supervision ____

M. Secretarial

- Receptionist ____
- Filing ____
- Taking Dictation ____
- Making Appointments ____
- Sorting/Delivering Mail ____
- Order Processing ____
- Supervision ____

- Typing ____
- Answering Phones ____
- Stenography ____
- Running Office Machines ____
- Proofreading ____
- Record Keeping ____
- Research ____

N. Beautician Skills

- Hair Cutting/Styling ____
- Cosmetics Consulting ____
- Facials ____
- Appointment Scheduling ____
- Handling Money ____
- Record Keeping ____

- Shampooing ____
- Permanents and Body Waves ____
- Manicuring ____
- Hair Coloring ____
- Public Relations ____
- Ordering Supplies ____

O. Construction Skills

- Concrete Work ____
- Heavy Equipment Operation ____
- Roofing ____
- Sheet Metal Work ____
- Heating Installation ____
- Refrigeration Work ____
- Public Relations ____
- Scheduling ____
- Siding ____
- Plastering ____
- Welding ____

- Electrical Wiring ____
- Maintenance Repairs ____
- Truck Driving ____
- Brick Laying ____
- Trenching ____
- Carpentry ____
- Heavy Labor ____
- House Painting ____
- Wallpapering ____
- Soldering ____
- Supervision ____