SKILLS ASSESSMENT TOOLKIT
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Purpose: Identify your strengths and areas for development

TECHNICAL SKILLS ASSESSMENT

Rate yourself on a scale of 1-5 (1 = Beginner, 5 = Expert)

Computer Skills:
â Microsoft Office (Word, Excel, PowerPoint) ___/5
â Google Workspace (Docs, Sheets, Slides) ___/5
â Basic Computer Troubleshooting ___/5
â Internet Research ___/5
â Email Management ___/5

Digital Skills:
â Social Media Management ___/5
â Basic Web Design ___/5
â Data Entry ___/5
â Online Learning Platforms ___/5
â Video Conferencing Tools ___/5

SOFT SKILLS ASSESSMENT

Rate yourself on a scale of 1-5

Communication:
â Verbal Communication ___/5
â Written Communication ___/5
â Active Listening ___/5
â Presentation Skills ___/5
â Multilingual Communication ___/5

Leadership:
â Team Leadership ___/5
â Project Management ___/5
â Decision Making ___/5
â Conflict Resolution ___/5
â Mentoring Others ___/5

Problem-Solving:
â Critical Thinking ___/5
â Creative Problem-Solving ___/5
â Analytical Skills ___/5
â Research Skills ___/5
â Innovation ___/5

Time Management:
â Planning and Organization ___/5