**Sample Skills Inventory**

|  |  |
| --- | --- |
| Name |  |
| Role on team |  |
| Course load (units) |  |
| Outside employment (hrs/wk) |  |

In each of the following areas, please rate yourself on a scale of 1-4   
relative to your IS classmates.

4 = Skilled or experienced – likely well above average

3 = Reasonably skilled or experienced – likely above average

2 = Some skill or experience – likely below average

1 = Little or no experience – likely well below average

|  |  |
| --- | --- |
| Multimedia Production | Rating |
| Graphics design (Photoshop, Illustrator or other) |  |
| Website design and creation |  |
| Video and video editing |  |
| Other |  |

|  |  |
| --- | --- |
| Analysis and Design Skills | Rating |
| Requirements Analysis |  |
| Product Interface Design |  |
| Flexibility and ability to deal with change and ambiguity |  |
| Ability to estimate task difficulty and time needed for completion |  |

|  |  |
| --- | --- |
| Business Skills | Rating |
| Public Speaking |  |
| Business or Technical Writing |  |
| Leadership |  |
| Creative Thinking and Problem Solving |  |
| Ability to Complete Tasks on Time |  |
| Ability to Work Independently |  |
| Ability to Work in Teams |  |
| Project Management |  |
| Accommodating Different Viewpoints |  |
| Ability to Motivate Others |  |
| Ability to Give and Receive Constructive Feedback |  |

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| --- |
| Please list any availability restrictions, circumstances or considerations that may impact your ability to fully participate as a member of the team. |
|  |
| Is there anything else you’d like us to know? |
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