Hello. I'm with (local organization's name). We're talking to local people about their skills. With this information, we hope to help people contribute to improving the neighborhood, find jobs or start businesses. May I ask you some questions about your skills and abilities?

Part I -- Skills Information

Now I'm going to read to you a list of skills. It's an extensive list, so I hope you'll bear with me. I'll read the skills and you just say "yes" whenever we get to one you have. We are interested in all your skills and abilities. They may have been learned through experience in the home or with your family. They may be skills you've learned at church or in the community. They may also be skills you have learned on the job.

Health

Caring for the Elderly ________
Caring for the Mentally Ill ________
Caring for the Sick ________
Caring for the Physically Disabled or Developmentally Disabled ________

Now, I would like to know about the kind of care you provided.

Bathing ________
Feeding ________
Preparing Special Diets ________
Exercising and Escorting ________
Grooming ________
Dressing ________
Making the Person Feel at Ease ________

Office

Typing (words per minute) ________
Operating Adding Machine/Calculator ________
Filing Alphabetically/Numerically ________
Taking Phone Messages ________
Writing Business Letters (not typing) ________
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 & Taping
Plumbing Repairs
Electrical Repairs
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 (chimney sweep)
Installing Windows
Building Swimming Pools
Carpentry Skills
Roofing Repair or Installation

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 (over 10)
Washing Dishes for Large Numbers of People (over 10)
Operating Commercial Food Preparation Equipment
Bartending
Meatcutting
Baking

Child Care

Caring for Babies (under 1 year)
Caring for Children (1 to 6)
Caring for Children (7 to 13)
Taking Children on Field Trips

Transportation

Driving a Car
Driving a Van
Driving a Bus
Driving a Taxi
Driving a Tractor Trailer
Driving a Commercial Truck
Driving a Vehicle/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
Repairing Auto/Truck/Bus Bodies
Using a Forklift
Repairing Large Household Equipment (e.g., refrigerator)
Repairing Heating & Air Conditioning System
Operating a Dump Truck
Fixing Washers/Dryers
Repairing Elevators
Operating a Crane
Assembling Items
Supervision

Writing Reports
Filling out Forms
Planning Work for Other People
Directing the 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 (If yes, which products?)
Selling Products Retail (If yes, which products?)
Selling Services (If yes, which services?)
How have you sold these products or services?
  Door to Door
  Phone
  Mail
  Store
  Home

Music

Singing
Play an Instrument (Which one?)

Security

Guarding Residential Property
Guarding Commercial Property
Guarding Industrial Property
Armed Guard
Crowd Control
Ushering at Major Events
Installing Alarms or Security Systems
Repairing Alarms or Security Systems
Firefighting
Other

Upholstering
Sewing
Dressmaking
Crocheting
Knitting
Tailoring
Moving Furniture or Equipment to Different Locations
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 we haven't mentioned?

Priority Skills

When you think about your skills, what three things do you think you do best? Which of all your skills are good enough that other people would hire you to do them? Are there any skills you would like to teach? What skills would you most like to learn?

Part II -- Community Skills

Have you ever organized or participated in any of the following community activities?

Boy Scouts/Girl Scouts
Church Fundraisers
Bingo
School-Parent Associations
Sports Teams
Camp Trips for Kids
Field Trips
Political Campaigns
Block Clubs
Community Groups
Rummage Sales
Yard Sales
Church Suppers
Community Gardens
Neighborhood Organization
Other Groups or Community Work?

Let me read the list again. Tell me in which areas you would be willing to participate in the future.
Part III -- Enterprising Interests and Experience

Business Interest

Have you ever considered starting a business? Yes _____ No _____
If yes, what kind of business did you have in mind?
   Did you plan to start it alone or with other people? Alone _____ Others _____
   Did you plan to operate it out of your home? Yes _____ No _____
   What obstacle kept you from starting the business?

Business Activity

Are you currently earning money on your own through the sale of services or products? Yes _____ No _____
If yes, what are the services or products you sell? Whom do you sell to? How do you get customers? What would help you improve your business?

Part IV -- Personal Information

Name_____________________________________

Address___________________________________

Phone___________________________________

Age_____________________________________

Sex: F_____ M_______