

PROFICIENCY and COMFORT LEVEL SELF-ASSESSMENT

Please circle your confidence level on each subject and include comments to support your selection.

Hospitality – phone etiquette, greet visitors from both the congregation and the community

1 2 3 4 5 6 7 8 9 10

Comments:

Communication Skills – written and verbal, confidentiality

1 2 3 4 5 6 7 8 9 10

Comments:

Clerical Tasks – typing skill, printer, Google Docs/Sheets, Microsoft Office

1 2 3 4 5 6 7 8 9 10

Comments:

Record keeping & Calendar keeping – inventory, filing, room reservations, flower calendar, church events

1 2 3 4 5 6 7 8 9 10

Comments:

Technology – Webmaster, social media presence, edit video

1 2 3 4 5 6 7 8 9 10

Comments:

Time Management Skills – on time, focused, tasks completed in timely manner

1 2 3 4 5 6 7 8 9 10

Comments: