

YES Skills Survey

Name _____

Date _____

Check boxes of all activities in which you have experience.

Office work

- Receptionist
- Good people skills
- Answer phones
- Transfer calls
- Use intercom
- File
- Word processing
- Basic computer skills
- Type well
- Type a letter
- Send mailing
- Use a calculator
- Use an adding machine
- Change printer cartridge
- Make copies
- Change toner
- Send faxes
- Good organizational skills

Advanced computer skills

- Website design
- Desktop publishing
- Spread sheets
- Mail merge
- Computer programming
- Data-base
- Computer aided drafting

Custodial

- Wash floors
- Wax floors
- Sweep floors
- Clean restrooms
- Clean chalkboards
- Clean windows
- Use a hand truck
- Use a floor jack
- Use intercom
- Use pager
- Set up meeting room
- Recycle
- Empty trash/trash pickup
- Move heavy objects
- Change light bulbs

Landscaping

- Plant flowers, trees, shrubs, etc.
- Operate riding mower
- Operate walk-behind mower
- Weed-eat
- Trim hedges
- Mulch
- Weed
- Edge beds
- Aerate lawn
- Fertilize lawn

Construction

- Roofing
- Bricklaying
- Carpentry
- Plumbing
- Electrical wiring
- Use power drill
- Use power saw

Retail

- Operate a cash register
- Make change
- Customer service on the phone
- Deal with retail customers in store
- Take inventory
- Re-stock store
- Bag (groceries)
- Move merchandise
- Good people skills

Hair/Nail/Tanning Salon

- Receptionist
- Good people skills
- Answer phones
- Schedule appointments
- Sweep floors
- Clean equipment
- Wash towels (operate washer)

Automobile

- Change tires
- Check air pressure
- Check fluid levels
- Change wipers
- Change oil
- Auto body
- Paint cars
- Mask (paint prep)
- Auto machining
- Welding
- Auto detailing
- Valet parking
- Car wash/wax

Culinary/Concessions/Restaurant

- Operate grill
- Clean grill

- Operate fryer
- Use food processors/slicers/grinders/ovens
- Operate dishwasher
- Food preparation
- Bake/ make pastry
- Concession sales
- Bus tables
- Wait tables (take orders)
- Restaurant/party center cleanup
- Expedite orders
- Host/hostess
- Greet people
- Seat people
- Take phone reservations
- Operate cash register
- Make change
- Calculate tips

Childcare

- Babysitting
- Changing diapers
- Feeding babies
- Supervising children's activities
- Tutoring or helping with homework

Recreation

- Organize games
- Maintain equipment
- CPR-certified
- Lifeguard

Healthcare

- Take temperature
- Read blood pressure
- Empty bedpans

- Adjust bed
- Operate buzzer
- Report emergency
- CPR-certified
- Basic first aid
- Communicate with nursing staff

Personal

Appearance/Hygiene

- Wear clean clothes
- Wash clothes
- Ironing/pressing clothes
- Clean, combed hair
- Deodorant
- Shower
- Brush/floss teeth

Interests

- NASCAR
- Pro-Wrestling
- Hunting
- Fishing
- Video games
- Skateboarding
- Roller skating
- Rollerblading
- Bicycling
- Dirt bikes
- Motorcycles
- Hiking
- Swimming
- Martial arts
- Sports (Cavs, Indians, Browns)
- Choir
- Drama
- Musical instrument
- Reading
- Science Fiction
- Pets _____
- Other _____

Hobbies

- Needlework
- Cooking
- Gardening
- Photography
- Scrap booking
- Other _____

Sports (structured)

- Football
- Soccer
- Cross Country
- Volleyball
- Golf
- Basketball
- Wrestling
- Swimming
- Gymnastics
- Cheerleading
- Baseball
- Softball
- Track
- Tennis
- Horseback riding
- Other _____