

The Capacity Inventory

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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 _____