

SAMPLE CAPACITY INVENTORY

**Part 1. Please mark the categories below that you have learned through experience in the home or with skills you've learned at church or in the community. They may also be skills you have learned on the job.**

<b>Health</b>	<b>Yes</b>	<b>No</b>
Caring for the Elderly	_____	_____
Caring for the Mentally Ill	_____	_____
Caring for the Sick	_____	_____
Caring for the Physically Disabled or Developmentally Disabled	_____	_____
<b>Office</b>		
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	_____	_____
Excel Spreadsheet & Excel Charts	_____	_____
Desk Top Publishing	_____	_____
Office 95, 98, 2000	_____	_____
Front Page	_____	_____
<b>Construction and Repair</b>		
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	_____	_____

	<b>Yes</b>	<b>No</b>
Electrical Repairs	_____	_____
Bricklaying and 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	_____	_____
Cleaning Chimneys (chimney sweep)	_____	_____
Installing Windows	_____	_____
Building Swimming Pools	_____	_____
Carpentry Skills	_____	_____
Roofing Repair or Installation	_____	_____
<b>Maintenance</b>		
Window Washing	_____	_____
Floor Waxing or Mopping	_____	_____
Washing and Cleaning Carpets/Rugs	_____	_____
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	_____	_____
<b>Food</b>		
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	_____	_____
Meatcutting	_____	_____
Baking	_____	_____

	<b>Yes</b>	<b>No</b>
<b>Child Care</b>		
Caring for Babies (under 1 year)	_____	_____
Caring for Children (1-6)	_____	_____
Caring for Children (7-13)	_____	_____
Taking Children on Field Trips	_____	_____
 <b>Transportation</b>		
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 a Backhoe	_____	_____
 <b>Operating Equipment &amp; Repairing Machinery</b>		
Repairing Radios, TVs, VCRs, Tape Recorders	_____	_____
Repairing Other Small Appliances	_____	_____
Repairing Automobiles	_____	_____
Repairing Trucks & Busses	_____	_____
Using a Forklift	_____	_____
Repairing Large Household Equipment (e.g. refrigerator)	_____	_____
Operating a Dump Truck	_____	_____
Fixing Washers/Dryers	_____	_____
Operating a Crane	_____	_____
Assembling Items	_____	_____
 <b>Supervision</b>		
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	_____	_____
Writing & Submitting Grants	_____	_____
Compiling Written News Stories	_____	_____

	<b>Yes</b>	<b>No</b>
<b>Sales</b>		
Soliciting Funds	_____	_____
Soliciting Sponsorships	_____	_____
Selling Raffle Tickets, Cookies, Club Items	_____	_____
Operating a Cash Register	_____	_____
Selling Products Wholesale	_____	_____
Selling Products Retail	_____	_____
Ordering Sales Inventory	_____	_____
Selling Services	_____	_____
Door to Door	_____	_____
Phone	_____	_____
Direct Mail	_____	_____
Store	_____	_____
Home	_____	_____
Running Sales for Others (e.g. yard sales, Campfire, Girl Scouts, Boy Scouts, bake sales, etc.)	_____	_____
Welcome Wagon	_____	_____
 <b>Music</b>		
Singing	_____	_____
Playing an Instrument	_____	_____
 <b>Security &amp; Emergency Response</b>		
Guarding Residential Property	_____	_____
Guarding Commercial Property	_____	_____
Guarding Industrial Property	_____	_____
Flagging	_____	_____
CPR	_____	_____
Armed Guard	_____	_____
Crowd Control	_____	_____
Ushering at Major Events	_____	_____
Installing Alarms or Security Systems	_____	_____
Repairing Alarms or Security Systems	_____	_____
Firefighting	_____	_____
HASMAT Training	_____	_____
Evacuation Training	_____	_____
Block Watch Training	_____	_____
Guardian Angel Training	_____	_____
 <b>Other</b>		
Upholstering	_____	_____
Sewing	_____	_____
Dressmaking	_____	_____
Crocheting	_____	_____
Knitting	_____	_____

	<b>Yes</b>	<b>No</b>
Tailoring	_____	_____
Moving Furniture or Equipment to Different Locations	_____	_____
Managing Property	_____	_____
Assisting in the Classroom	_____	_____
Hair Dressing	_____	_____
Hair Cutting	_____	_____
Phone Surveys	_____	_____
Jewelry or Watch Repair	_____	_____
Website Building	_____	_____
Website Maintenance	_____	_____

Are there any other skills that you have which we haven't mentioned?

### **Priority Skills**

1. When you think about your skills, what three things do you think you do best?
  - a)
  - b)
  - c)
  
2. Which of all your skills are good enough that other people would hire you to do them?
  - a)
  - b)
  - c)
  
3. Are there any skills you would like to teach?
  - a)
  - b)
  - c)
  
4. What skills would you like most to learn?
  - a)
  - b)
  - c)

**Part 11 - Community Skills**

**Have you every organized or participate in any of the following community activities?**

	<b>Yes</b>	<b>No</b>
Boy Scouts/Girl Scouts/Campfire	_____	_____
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	_____	_____
Home Owner's Association	_____	_____
Other Groups or Community Work?	_____	_____

**Part 111 - Enterprising Interests and Experience**

	<b>Yes</b>	<b>No</b>
1. Have you ever considered starting a business?	_____	_____
2. Did you plan to start your business alone	_____	_____
3. Did you plan to start your business with other people?	_____	_____
4. Did you plan to operate your business out of your home?	_____	_____
5. What obstacle kept you form starting your business?	_____	_____

**Part 1V - Personal Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number (Home) \_\_\_\_\_ (Wk) \_\_\_\_\_ (fax) \_\_\_\_\_  
 E-mail \_\_\_\_\_

Age Category: Under 18 \_\_\_\_\_ 18-25 \_\_\_\_\_ 26-35 \_\_\_\_\_ 36-45 \_\_\_\_\_  
 45-65 \_\_\_\_\_ 65 + \_\_\_\_\_

Gender: Female \_\_\_\_\_ Male \_\_\_\_\_