**BUSINESS COMPETENCIES INVENTORY**

#### Step 1: Review the following list of key business competencies. With your targeted audience/buyer in the forefront of your mind, select 15-20 competencies you possess that they may desire in a prospective candidate.

**Step 2:** From the 15-20 competencies you selected from the list, identify the top 5-10 competencies that you strongly demonstrate. Be sure that you can support your competencies with experiences and tangible accomplishments.

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **How is this competency critical to your functional success? Any key accomplishments that utilized this competency?** | **Step 1** | **Step 2** |
| **Action Oriented** |  |  |  |
| **Accurate** |  |  |  |
| **Ambitious** |  |  |  |
| **Analytical** |  |  |  |
| **Business Savvy** |  |  |  |
| **Change Resilient** |  |  |  |
| **Competitive** |  |  |  |
| **Collaborative** |  |  |  |

#### BUSINESS COMPETENCIES INVENTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **How is this competency critical to your functional success? Any key accomplishments that utilized this competency?** | **Step 1** | **Step 2** |
| **Creative** |  |  |  |
| **Decisive** |  |  |  |
| **Delegator** |  |  |  |
| **Diplomatic** |  |  |  |
| **Driven** |  |  |  |
| **Energetic** |  |  |  |
| **Entrepreneurial** |  |  |  |
| **Facilitator** |  |  |  |
| **Flexible** |  |  |  |
| **Globally Focused** |  |  |  |

#### BUSINESS COMPETENCIES INVENTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **How is this competency critical to your functional success? Any key accomplishments that utilized this competency?** | **Step 1** | **Step 2** |
| **Informative** |  |  |  |
| **Integrity** |  |  |  |
| **Intuitive** |  |  |  |
| **Leader** |  |  |  |
| **Logical** |  |  |  |
| **Motivational** |  |  |  |
| **Multi-task Oriented** |  |  |  |
| **Objective** |  |  |  |
| **Optimistic** |  |  |  |
| **Organized** |  |  |  |

####

#### BUSINESS COMPETENCIES INVENTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **How is this competency critical to your functional success? Any key accomplishments that utilized this competency?** | **Step 1** | **Step 2** |
| **Performance Focused** |  |  |  |
| **Planner** |  |  |  |
| **Politically Savvy** |  |  |  |
| **Presenter** |  |  |  |
| **Proactive** |  |  |  |
| **Process Driven** |  |  |  |
| **Quality Focused** |  |  |  |
| **Rational** |  |  |  |
| **Risk Taker** |  |  |  |
| **Safety Oriented** |  |  |  |

#### BUSINESS COMPETENCIES INVENTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **How is this competency critical to your functional success? Any key accomplishments that utilized this competency?** | **Step 1** | **Step 2** |
| **Sales Oriented** |  |  |  |
| **Scientific** |  |  |  |
| **Self Directed** |  |  |  |
| **Self Confident** |  |  |  |
| **Self Controlled** |  |  |  |
| **Service Oriented** |  |  |  |
| **Team Player** |  |  |  |
| **Tenacious** |  |  |  |
| **Visionary** |  |  |  |

#### BUSINESS COMPETENCIES INVENTORY

Are there more competencies relevant/important to your targeted function that are not in the main list? Add them here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **How is this competency critical to your functional success? Any key accomplishments that utilized this competency?** | **Step 1** | **Step 2** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

####