

RELEASING INDIVIDUAL CAPACITIES

Capacity Inventory

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	_____

(If yes answered to items 1, 2, 3 or 4, ask the following:)

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	_____

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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	_____

(Stop here if no affirmative response by this point.)

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	_____

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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	_____

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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?
(Check mark, if yes)
Door to Door
Phone
Mail
Store
Home

Music

Singing
Play an Instrument
(Which instrument?)

Security

Guarding Residential Property
Guarding Commercial Property

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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

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)

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4. What skills would you most like to learn?

- a)
- b)
- c)

Part II—Community Skills

Have you ever organized or participated in any of the following community activities? (Place check mark if yes)

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 of these you would be willing to participate in the future.
(Place check mark if yes)

Part III—Enterprising Interests and Experience

A. Business Interest

1. Have you ever considered starting a business? Yes _____ No _____
If yes, what kind of business did you have in mind?

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2. Did you plan to start it alone or with other people? Alone _____ Others _____
3. Did you plan to operate it out of your home? Yes _____ No _____
4. What obstacle kept you from starting the business?

B. Business Activity

1. Are you currently earning money on your own through the sale of services or products?
Yes _____ No _____
2. If yes, what are the services or products you sell?
3. Whom do you sell to?
4. How do you get customers?
5. What would help you improve your business?

Part IV—Personal Information

Name _____

Address _____

Phone _____

Age _____ (If a precise age is not given, ask whether the person is in the teens, 20s, 30s, etc.)

Sex: F _____ M _____

Thank you very much for your time.

Source _____

Place of Interview _____

Interviewer _____