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SKILLS CHECKLIST

Date: ___/___/___

PLEASE NOTE: The purpose of the checklist is to assist in matching your skills with available assignments.

Please individually evaluate each item below. Under **Ability**, place a number value at each one of the presented tasks, rating your experience from 1 through 5. Proceed the same way on the second column, when rating your **Level of Interest**.

Ability:

- 1- No Experience
- 2- Limited Experience
- 3- Moderate Experience
- 4- Lots of Experience
- 5- Proficient

Interest:

- 1- No Interest
- 2- Little interest
- 3- Moderate interest
- 4- High interest
- 5- Extremely high interest

| General Points | Ability | Interest |
|---|---------|----------|
| Detailed Cleaning | | |
| Fragile Objects Cleaning | | |
| Small Objects Cleaning | | |
| Large and Heavy Décor Items Cleaning (such as statues and vases) | | |
| Faux Indoor Plants Cleaning | | |
| Dish Washing | | |
| Dishwasher Loading | | |
| Inside Cabinets Organizing | | |
| Refrigerator and Freezer Cleaning | | |
| Refrigerator and Freezer Organizing | | |
| Stove and Oven Cleaning | | |
| Dusting Top of Kitchen and Bathroom Cabinets | | |
| Laundry (loading, starting and unloading clothes on washer and dryer) | | |
| Making Beds | | |

Closet Organizing

Under the Bed Cleaning

Assisted Displacement of Heavy Furniture

Cleaning and Care for Electronic Equipment

Infant's Room Cleaning

Infant's Room Organizing

(At this point, please tell us if you have experience dealing with infants) →

Toddler's Room Cleaning

Toddler's Room Organizing

(At this point, please tell us if you have experience dealing with toddlers) →

Window Washing

Rear and Front Porch Cleaning

Front Yard Cleaning

Back Yard Cleaning

BBQ Equipment Cleaning

Pet's Hair Removal (from furniture, carpet, etc)

General Furniture Polishing

Glass Cleaning

Door Knobs, Electrical Outlets, light switches Cleaning

Mopping Hard Floors

Hard Wood Floors Cleaning

Dinning Area General Cleaning

Family Room General Cleaning

Living Room General Cleaning

Bedrooms General Cleaning

Bath Tub Cleaning

Shower and Shower Curtains Cleaning

Toilet Cleaning

Bathroom Floors Cleaning

Now, please rate your general skills according to the following:

- 1- I have a hard time with this item
- 2- I can do it, but it demands lots of energy from me
- 3- I am okay at it
- 4- I am good, but not great
- 5- I excel on this skill

| General Points | Level (1 thru 5) |
|---|------------------|
| Ability to Perform Detailed Cleaning | |
| Ability to Work Under Stressful Circumstances | |
| Punctuality | |
| Capability of Staff Supervision | |
| Organizing Skills | |
| Attention to Detail | |
| Team Work | |
| Following Instructions | |
| Keeping Records of your Work | |
| Paperwork Organization | |
| Placing Objects Back at the Same Place they Were Before | |
| Recalling events and dates | |
| Conflict Solving | |
| Discretion | |
| Reacting to Embarrassing Situations with Finesse | |
| Communicating with Team Members | |
| Communication with Supervisors | |
| Communicating in Writing | |
| Communicating in English | |
| Communication in Spanish | |
| Driving Directions | |
| Tracking Expenses | |
| Caring for House Plants | |
| Caring for Garden Plants | |

Running Errands

Basic Computer Skills

Level of Comfort Working on Elevated Places (such as balconies or climbing stairs)

Level of Comfort Dealing with Regular Household Pets

Working on Small and Enclosed Environments

I certify the information given below is true and accurate to the best of my knowledge.

Printed Name

Signature