**Business Competencies Inventory Worksheet**

**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.** These competencies and accomplishments will become a part of your career library of assets.

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| **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: |  |  |  |
| Collaborative: |  |  |  |

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

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| **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: |  |  |  |

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| **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: |  |  |  |
| Sales Oriented: |  |  |  |

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

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

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