

SELF ASSESSMENT OF BUSINESS SKILLS CHECK LIST

(the skills required to own and operate a motel/hotel)

This Business Skills Check List details the skills people usually acquire from various job occupations or by education. These are the "TRANSFERABLE SKILLS" needed to own and operate a motel or hotel for the first time. Some of these skills are more important than others when it comes to owning and running a motel/hotel. We suggest you print out this list and each person that may be involved as an owner should fill it in as completely as possible. A completed Business Skills Check List will be helpful addition your loan application. This Check List is a compilation of the skills we have observed over our 55+ years of selling motels/hotels in people that successfully own and operate a motel. The list changes from time to time and comments are always appreciated. - Motels by Gudim - Since 1945

Your Name: _____

REMEMBER: This is your personal self assessment of the business, occupational and physical skills you possess.

**Judged
Importance in
Owning and
Operating a
Motel/Hotel**

1 = Necessary Skill
2 = Some Skill needed.
3 = Not likely a required Skill

**Skills used
in your current
Job or that
are part of current
Job Description**

**Skills
used/learned in
previous Job
and now considered
an acquired skill**

**Skills you
have little or
no experience or
ability to
perform**

MANAGEMENT SKILLS

2	Planning	-----	-----	-----
1	Organizing	-----	-----	-----
1	Scheduling	-----	-----	-----
1	Assigning/Delegating	-----	-----	-----
1	Directing	-----	-----	-----
1	Hiring	-----	-----	-----
2	Measuring Production	-----	-----	-----
1	Setting Standards	-----	-----	-----
2	Work Under Stress	-----	-----	-----
1	Work with People	-----	-----	-----
3	Travel Frequently	-----	-----	-----
1	Work as a Team	-----	-----	-----
2	Personnel Practices	-----	-----	-----
1	Time Management	-----	-----	-----

FINANCIAL SKILLS

1	Calculating	-----	-----	-----
2	Projecting	-----	-----	-----
2	Budgeting	-----	-----	-----
1	Recognizing Problems	-----	-----	-----
1	Solve Problems	-----	-----	-----
2	Finger Dexterity	-----	-----	-----
1	Able to Concentrate	-----	-----	-----
1	Handle Detail	-----	-----	-----
2	Work Under Stress	-----	-----	-----
1	Methodical Thinking	-----	-----	-----
2	Accounting Principles	-----	-----	-----
3	Data Processing	-----	-----	-----
2	Operate Business Machines	-----	-----	-----
2	Financial Concepts	-----	-----	-----
2	Investment Principles	-----	-----	-----

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CLERICAL SKILLS

1	Examining	-----	-----	-----
1	Evaluating	-----	-----	-----
2	Filing	-----	-----	-----
2	Developing Methods	-----	-----	-----
1	Improving	-----	-----	-----
1	Recording	-----	-----	-----
3	Computerizing	-----	-----	-----
1	Recommending	-----	-----	-----
1	Work in a Team	-----	-----	-----
1	Follow Directions	-----	-----	-----
2	Typing	-----	-----	-----
1	Basic Clerical Skills	-----	-----	-----
2	Basic Bookkeeping	-----	-----	-----
2	Data Entry Operations	-----	-----	-----

SELLING SKILLS

2	Contacting	-----	-----	-----
2	Persuading	-----	-----	-----
1	Reviewing Products	-----	-----	-----
2	Inspecting Products	-----	-----	-----
1	Determining Value	-----	-----	-----
3	Informing Buyers	-----	-----	-----
2	Promoting Sales	-----	-----	-----
1	Work with People	-----	-----	-----
1	Work Under Stress	-----	-----	-----
1	Work Long Hours	-----	-----	-----
1	Knowledge of Products	-----	-----	-----
1	Human Relations	-----	-----	-----

COMMUNICATION SKILLS

1	Reasoning	-----	-----	-----
1	Organizing	-----	-----	-----
1	Defining	-----	-----	-----
3	Writing	-----	-----	-----
1	Listening	-----	-----	-----
1	Explaining	-----	-----	-----
1	Interpreting Ideas	-----	-----	-----
2	Reading	-----	-----	-----
3	Handle Precise Work	-----	-----	-----
3	Work with Committees	-----	-----	-----
3	Public Speaking	-----	-----	-----
1	Correct English Usage	-----	-----	-----
2	Subject Knowledge	-----	-----	-----
1	Good Sense of Timing	-----	-----	-----

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MANUAL TRAINING

2	Operating	-----	-----	-----
1	Monitoring	-----	-----	-----
2	Controlling	-----	-----	-----
3	Driving	-----	-----	-----
3	Cutting	-----	-----	-----
3	Precision Machinery Work	-----	-----	-----
3	Do Heavy Work	-----	-----	-----
1	Work Independently	-----	-----	-----
1	Knowledge of Tools	-----	-----	-----
1	Safety Rules	-----	-----	-----
1	Basic Mechanics	-----	-----	-----
1	Basic Plumbing	-----	-----	-----
1	Electronic Principles	-----	-----	-----
2	Technical Skills	-----	-----	-----

FINANCING

2	Evaluating Data	-----	-----	-----
2	Calculating	-----	-----	-----
2	Following Specifications	-----	-----	-----
2	Observing Indicators	-----	-----	-----
2	Verifying	-----	-----	-----
3	Drafting	-----	-----	-----
3	Designing	-----	-----	-----
1	Odd Hours	-----	-----	-----
1	Investigating Principles	-----	-----	-----
1	Balancing Principles	-----	-----	-----

MAINTENANCE SKILLS

2	Repairing Equipment	-----	-----	-----
2	Maintaining Equipment	-----	-----	-----
2	Operating Tools	-----	-----	-----
2	Dismantling	-----	-----	-----
2	Removing Parts	-----	-----	-----
1	Adjusting Functional Parts	-----	-----	-----
1	Lubricating/Cleaning parts	-----	-----	-----
1	Purchasing?Ordering Parts	-----	-----	-----
3	Climbing	-----	-----	-----
3	Lift Heavy Equipment	-----	-----	-----
1	Work as a Team Member	-----	-----	-----
1	Basic Mechanics	-----	-----	-----
2	Plumbing Principles	-----	-----	-----

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	<u>RESEARCH SKILLS</u>			
1	Recognizing Problems	-----	-----	-----
1	Interviewing	-----	-----	-----
1	Developing Questions	-----	-----	-----
3	Writing	-----	-----	-----
2	Diagnosing	-----	-----	-----
3	Collecting Data	-----	-----	-----
1	Reviewing	-----	-----	-----
1	Work Without Direction	-----	-----	-----
1	Work Long Hours	-----	-----	-----
1	Work Long-term project	-----	-----	-----
2	Statistics	-----	-----	-----
3	Research Design	-----	-----	-----
	<u>SERVICE SKILLS</u>			
2	Counseling	-----	-----	-----
2	Guiding	-----	-----	-----
1	Leading	-----	-----	-----
1	Listening	-----	-----	-----
1	Coordinating	-----	-----	-----
1	Work Under Stress	-----	-----	-----
3	Respond to Emergencies	-----	-----	-----
1	Work on Weekends	-----	-----	-----
1	Work Nightshifts	-----	-----	-----
1	Knowledge of Subject	-----	-----	-----
1	Human Behavior Principles	-----	-----	-----
1	Community Resources	-----	-----	-----
	<u>PUBLIC RELATIONS</u>			
2	Planning	-----	-----	-----
2	Conducting	-----	-----	-----
1	Maintaining Favorable Image	-----	-----	-----
1	Informing the Public	-----	-----	-----
3	Consulting	-----	-----	-----
3	Write News Releases	-----	-----	-----
2	Researching	-----	-----	-----
2	Representing	-----	-----	-----
1	Work with People	-----	-----	-----
2	Media Process	-----	-----	-----
1	Human Relations	-----	-----	-----

ADDITIONAL SKILLS YOU MAY WANT TO NOTE:
