

## VOLUNTEER SKILLS/INTERESTS ASSESSMENT FORM

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

E-mail Address (preferred) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Graduation Year(s): \_\_\_\_\_ Major(s)/School(s): \_\_\_\_\_

Home Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Title: \_\_\_\_\_

Brief Description of Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Thank you for your interest in volunteering! Alumni volunteers bring their skills, expertise and passion to the work of the University. Many opportunities are available throughout the year. To best understand who you are – your skills, your areas of interest – and to identify volunteer activities for you, please complete this form and send it to:

**BY MAIL:**

Alumni Volunteers  
GMU Alumni Association  
Attn: Clarissa Bannor  
Johnson Center, Room 122  
4400 University Drive, MS 3B3  
Fairfax, Virginia 22315

BY FAX: 703-993-8799

BY E-MAIL: [cbannor@gmu.edu](mailto:cbannor@gmu.edu)

Detailed information about various opportunities can be found at:

<http://www.gmu.edu/alumni/volun.html>.

Name: \_\_\_\_\_

## Identifying Specific Skills & Interests

A **skill** is something you do well (e.g., an ability, a competence, a talent, a capacity). Not every skill, however, is supported by an interest. Some of the things you do well, you may do for survival reasons, or because you have to; e.g., balancing a checkbook.

An **interest** is something that intrigues you or positively motivates you (i.e., something you like to do). Not every interest is supported by a skill. You may wish you could play the piano or snowboard, but lack the skill to do so.

To help identify volunteer activities that will match your interests and skills, please check the appropriate columns below:

### Job-related Skills

Accounting/Finance & Management  
Branding  
Career counseling  
Data management/Segmentation  
Direct mail marketing  
Event planning  
Fundraising  
Government affairs  
Graphic design  
Human resource management  
Investment planning  
Journalism/Editorial  
Law - Specify type:  
\_\_\_\_\_

Marketing - Specify type:  
\_\_\_\_\_

Media relations  
Non-profit management  
Real estate construction  
Retail management  
Retirement home industry  
Strategic planning  
Web design/development

### Activity-based Interests

Advocacy/legislative activities  
Event planning  
Fundraising  
Involvement with an alumni club near where I live  
Involvement with an alumni club based on shared cultural or ethnic backgrounds  
Involvement with an alumni club based on shared major or profession  
Working with current GMU undergraduate students  
Working with current GMU graduate students  
Working with middle/high school students

### GMU Connections

List any GMU department(s) with which you have a particular interest or connection. (Please elaborate):

\_\_\_\_\_

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Name: \_\_\_\_\_

## Identifying General Skills & Interests

Interest \_\_\_\_\_ Skill Category Includes Activities Such As...

\_\_\_\_\_ **Research** Observe, investigate, study, measure, test, examine

\_\_\_\_\_ **Analysis** Analyze, compare, evaluate, differentiate, identify

\_\_\_\_\_ **Problem-solving** Troubleshoot, improve, critique, redesign, solve

\_\_\_\_\_ **Systematizing** Coordinate, organize, develop procedures

\_\_\_\_\_ **Planning** Plan short-term or long-term, forecast, set goals

\_\_\_\_\_ **Leadership** Lead, advise, govern, inspire, motivate, assert, decide

\_\_\_\_\_ **Follow-through** Persist, bring to closure, obtain results, show tenacity

\_\_\_\_\_ **Mentoring** Mentor, coach, help others to grow and learn

\_\_\_\_\_ **Innovation** Invent, adapt, develop, change, break with convention

\_\_\_\_\_ **Artistry** Create, draw, sketch, design

\_\_\_\_\_ **Empathy** Understand needs of others, relate to issues/concerns

\_\_\_\_\_ **Writing** Write clearly, communicate effectively

\_\_\_\_\_ **Speaking** Speak clearly and effectively; present to groups

\_\_\_\_\_ **Persuasion** Persuade, convince, teach, inspire, influence, motivate

\_\_\_\_\_ **Negotiation** Negotiate, mediate, intervene, resolve differences

**Is there additional information you wish to add that would help us match you with opportunities?**

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*Thank you for your interest. We will be in contact shortly.*