

NETWORKING SKILLS INVENTORY

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In the blank preceding each statement, write the number that indicates how often you engage in the behaviour described. Use the following key:

Almost always=5	Often=4	Sometimes=3	Seldom=2	Almost never=1
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- ___ 1. I probe for underlying issues in a conversation.
- ___ 2. My work is perceived as competent by others.
- ___ 3. I take time to talk to people whenever I meet them.
- ___ 4. I let people know I remember something personal about them.
- ___ 5. I make certain that my work fits into the larger picture.
- ___ 6. I get along with personality styles other than my own.
- ___ 7. I ask people about their desires and goals.
- ___ 8. I "go the extra mile" in delivering a task or project on time.
- ___ 9. I follow the rules of basic courtesy (e.g. being sensitive to others' time, thanking people, giving social greetings).
- ___ 10. I purposefully listen to the way others talk, and I use their language when I respond.
- ___ 11. I look for options and alternatives to problems or issues.
- ___ 12. I introduce myself to people who are new to the organization and/or whom I do not know.
- ___ 13. I ask questions that expand the range of conversation.
- ___ 14. I influence the decisions of others because of my track record.
- ___ 15. I let people know I appreciate them when they help me.
- ___ 16. I pick up information about the "culture" I am in at the time.
- ___ 17. I check out information before I proceed with a task.
- ___ 18. I let people talk without interrupting them.
- ___ 19. I use a system that helps me remember who people are and what they do.
- ___ 20. I see tasks through to completion.
- ___ 21. I act to build and maintain a good reputation in my organization.
- ___ 22. I encourage others to talk and give me information about their jobs (e.g. activities, responsibilities, pressures).
- ___ 23. I meet my goals and objectives to my "client's" satisfaction.
- ___ 24. I use eye contact when others are talking to me.