



EXECUTIVE BOARD SEAT SKILL ASSESSMENT CHECKLIST & WORKSHEET

Board membership is a prestigious and impactful step that resonates with top leaders driven to continue to make an impact. It's essential to conduct a thorough self-assessment of your skills, experience, and expertise, as well as areas for development. Clearly Identifying what you bring to the table will allow you to target the right boards to ensure you bring a complementary skill set to that board. *This worksheet can be printed or used as a fillable digital form.*

Skill Assessment Checklist

For each skill listed below, rate your level of expertise on a scale of 0 to 5 (**0–no experience, 5–expert**), and provide any relevant examples or details regarding your experience in the provided space.

P&L Ownership

Rating:

Examples/Details:

Corporate Strategy

Rating:

Examples/Details:

Mergers, Acquisitions, Divestitures/IPOs/Other Exit Experience

Rating:

Examples/Details:

Fundraising (seed round, Series A, B, C, roadshow participation, investor pitches, etc.)

Rating:

Examples/Details:

Digital Transformation

Rating:

Examples/Details:

Transformation, Restructure, Turnaround Leadership

Rating:

Examples/Details:



Technology Expertise (List specific sectors)

Rating:

Examples/Details:

Marketing Strategy

Rating:

Examples/Details:

Go-to-Market Strategy

Rating:

Examples/Details:

Cybersecurity

Rating:

Examples/Details:

Financial Acumen / Audit Experience

Rating:

Examples/Details:

Risk Management

Rating:

Examples/Details:

Legal or Regulatory Experience

Rating:

Examples/Details:

Talent Management & Executive Compensation / Human Resource Expertise

Rating:

Examples/Details:



Environmental, Social, and Governance (ESG) or Sustainability Expertise

Rating:

Examples/Details:

Corporate Governance

Rating:

Examples/Details:

Diversity, Equity, Inclusion & Belonging

Rating:

Examples/Details:

Public or Private Corporate Experience

Rating:

Examples/Details:

Global Operations

Rating:

Examples/Details:

Intellectual Property

Rating:

Examples/Details:

Top Five (5) Skills

1:

2:

3:

4:

5:

Additional Notes:



Certifications

Certification 1:	Expiration Date:
Certification 2:	Expiration Date:
Certification 3:	Expiration Date:
Certification 4:	Expiration Date:
Certification 5:	Expiration Date:
Certification 6:	Expiration Date:

Future Development Plans

Training Needs:

Suggested Improvements:

References

Reference 1:

Name:

Title:

Relationship:

Contact Information:

Skills they speak to:

Reference 2:

Name:

Title:

Relationship:

Contact Information:

Skills they speak to:



Reference 3:

Name:

Title:

Relationship:

Contact Information:

Skills they speak to:

Reference 4:

Name:

Title:

Relationship:

Contact Information:

Skills they speak to:

Reference 5:

Name:

Title:

Relationship:

Contact Information:

Skills they speak to:

Board Experience

Board Position 1:

Organization:

Role:

Tenure:

Key Contributions:



Board Position 2:

Organization:

Role:

Tenure:

Key Contributions:

Board Position 3:

Organization:

Role:

Tenure:

Key Contributions:

Board Position 4:

Organization:

Role:

Tenure:

Key Contributions:

Board Position 5:

Organization:

Role:

Tenure:

Key Contributions:

Personal Statement

Why are you interested in a board position?

What unique value do you bring to a board?