

## JIC SKILL SET ASSESSMENT SURVEY

Please assist us by completing this survey. Please be as thorough as possible. The survey will help determine where your skill sets may best be utilized in the Joint Information Center. Thank you for your time.

1. Name: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Current position: \_\_\_\_\_
4. How long have you worked in your current position: \_\_\_\_\_
5. Describe your current responsibilities: \_\_\_\_\_  
\_\_\_\_\_
6. Do your current or previous responsibilities include any supervisory/management responsibilities? **Y/N**
7. Please describe the skill sets required to perform your job? \_\_\_\_\_  
\_\_\_\_\_
8. What additional training have you acquired to assist you in performing your job function? \_\_\_\_\_  
\_\_\_\_\_
9. Please list three of your best job skills and/or personal strengths:  
A. \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_
10. If asked, how would your co-workers or supervisor describe your strengths?  
\_\_\_\_\_  
\_\_\_\_\_
11. Please describe two of your weaknesses: (You must identify at least two)  
A. \_\_\_\_\_  
B. \_\_\_\_\_

12. If asked, how would your co-workers or supervisor describe your weaknesses?
- \_\_\_\_\_
- \_\_\_\_\_
13. Do you have previous experience working in a real-time incident driven JIC? Y/N
14. Please provide incident details (When, Where, What was the incident?)
- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
15. In what capacity did you function? \_\_\_\_\_
16. Where do you think you would be best utilized in the JIC? (Circle all that apply)

**1. Lead PIO**

**2. JIC Manager**

**3. Assistant PIO – Information Gathering & Production Group**

**ESF-15 EOC Liaison | Fact Gathering/Research Specialist | Media Monitoring Specialist | Social Media Monitoring Specialist | Rumor Control Specialist | Writer | Videographer/Photographer | TV/Video Production Specialist | Administrative Assistant**

**4. Assistant PIO – Information Dissemination Group**

**Media Relations Specialist | Speaker Support Specialist | Digital Media Specialist | \*Internal Communication Specialist | \*Functional Needs Specialist**  
**\*OPTIONAL**

**5. Assistant PIO – Field Information Group**

**Community Relations Specialist | Field Specialist | VIP Liaison**

Would you like to provide additional information? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_