

## ENTREPRENEURIAL CHARACTERISTICS CHECKLIST

Read the items below and score yourself on the following scale:

| 1                 | 2        | 3       | 4     | 5              |
|-------------------|----------|---------|-------|----------------|
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

|     | Item                                                                          | Score |
|-----|-------------------------------------------------------------------------------|-------|
| 1.  | I have relevant knowledge in my field                                         |       |
| 2.  | I understand the legal issues relevant to my work                             |       |
| 3.  | I present myself in an appropriate manner at work                             |       |
| 4.  | I set goals for myself                                                        |       |
| 5.  | I actively network to promote myself, my projects, and/or my business         |       |
| 6.  | I attend conferences, workshops, and/or seminars to learn more about my field |       |
| 7.  | I am able to set boundaries between my life and work                          |       |
| 8.  | Others comment on my efficiency                                               |       |
| 9.  | I delegate tasks/projects to qualified associates                             |       |
| 10. | I believe managing finances is important for business success                 |       |
| 11. | I am able to find information                                                 |       |
| 12. | I live an organized life                                                      |       |
| 13. | I am able to sell products/services to people                                 |       |
| 14. | I am able to effectively communicate with others                              |       |
| 15. | I consider myself a leader                                                    |       |
| 16. | I deal effectively with others                                                |       |
| 17. | I consider concepts from the viewpoints of others                             |       |
| 18. | I understand the need for prioritization                                      |       |
| 19. | People often say I have "business smarts"                                     |       |
| 20. | I am passionate about work in my field                                        |       |
| 21. | When facing difficulties, I may be down but I'm not out                       |       |
| 22. | I need little supervision to complete my work                                 |       |
| 23. | I have a high level of self-discipline                                        |       |
| 24. | I look on the bright side of things                                           |       |
| 25. | I have a vision for myself and my business                                    |       |
| 26. | I like to take creative approaches                                            |       |
| 27. | I am aware of my strong and weak points                                       |       |
| 28. | I am persistent                                                               |       |
| 29. | I accept that things may take longer than planned                             |       |
| 30. | I believe in myself                                                           |       |
| 31. | I am motivated to achieve my goals                                            |       |
| 32. | I have the support of my family                                               |       |
| 33. | I feel prepared to handle reasonable business risks                           |       |
| 34. | I have the flexibility to handle changes/surprises that arise                 |       |
| 35. | Others say I have "common sense"                                              |       |

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|-------------------|----------|---------|-------|----------------|
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

|     | Item                                                                                  | Score |
|-----|---------------------------------------------------------------------------------------|-------|
| 36. | Others consider me an expert in my field                                              |       |
| 37. | I know the ethical standards within my industry                                       |       |
| 38. | I always keep things professional                                                     |       |
| 39. | I work to achieve goals                                                               |       |
| 40. | I use my personal and professional connections to build my career or grow my business |       |
| 41. | I take courses to upgrade my skills                                                   |       |
| 42. | I believe it's important to establish boundaries between life and work                |       |
| 43. | I strive to complete tasks in the most efficient way possible                         |       |
| 44. | I have a support team to whom I can delegate tasks if necessary                       |       |
| 45. | I understand money management concepts                                                |       |
| 46. | I have strong research skills                                                         |       |
| 47. | I am detail-oriented                                                                  |       |
| 48. | I have an aptitude for closing a sales                                                |       |
| 49. | I am clear and concise in my communication                                            |       |
| 50. | I am comfortable leading groups                                                       |       |
| 51. | I interact appropriately with others                                                  |       |
| 52. | I am good at seeing things in context                                                 |       |
| 53. | I take a systematic approach to setting priorities                                    |       |
| 54. | I know how to run a business                                                          |       |
| 55. | Others see my passion for my work                                                     |       |
| 56. | I am able to bounce back from setbacks quite quickly                                  |       |
| 57. | I thrive working independently                                                        |       |
| 58. | I am accountable to myself                                                            |       |
| 59. | I consider myself an optimist                                                         |       |
| 60. | I think about what the future will look like                                          |       |
| 61. | I use resources in creative ways                                                      |       |
| 62. | I understand my preferences and how they impact (or will impact) my business          |       |
| 63. | I rarely take no for an answer                                                        |       |
| 64. | I know when it's necessary to wait                                                    |       |
| 65. | I know I can achieve my goals                                                         |       |
| 66. | I am driven to succeed                                                                |       |
| 67. | I have the support of my partner or a close friend                                    |       |
| 68. | I am willing to take sensible risks                                                   |       |
| 69. | I am able to make adjustments with little disruption to my work                       |       |
| 70. | I am very practical and pragmatic                                                     |       |

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|      | Item                                                                     | Score |
|------|--------------------------------------------------------------------------|-------|
| 71.  | I know a lot about what I do                                             |       |
| 72.  | I understand how to work ethically                                       |       |
| 73.  | I value professionalism in my work relationships                         |       |
| 74.  | I believe goal setting is important to succeed in business               |       |
| 75.  | I am able to interact with others to build my career or grow my business |       |
| 76.  | I read relevant newsletters and publications in my field                 |       |
| 77.  | I effectively manage the boundaries between life and work                |       |
| 78.  | I consider myself very efficient                                         |       |
| 79.  | I understand the importance of delegation                                |       |
| 80.  | I manage my money effectively                                            |       |
| 81.  | If I don't know something, I can find you an answer quickly              |       |
| 82.  | I am organized                                                           |       |
| 83.  | I know how to be a "salesperson"                                         |       |
| 84.  | I have great communication skills                                        |       |
| 85.  | I am able to take a leadership role                                      |       |
| 86.  | I rarely have issues with other people                                   |       |
| 87.  | I can look at an issue from all sides                                    |       |
| 88.  | I am able to prioritize my actions to maximize success                   |       |
| 89.  | I have a background in business concepts                                 |       |
| 90.  | I am passionate about self-employment                                    |       |
| 91.  | I have supports to help me deal effectively with challenges              |       |
| 92.  | I require little supervision to complete tasks                           |       |
| 93.  | I am able to monitor my own progress                                     |       |
| 94.  | I have a positive outlook for the future                                 |       |
| 95.  | I consider the "big picture"                                             |       |
| 96.  | Others consider me resourceful                                           |       |
| 97.  | Other say I am self-aware                                                |       |
| 98.  | I believe persistence is a key to success                                |       |
| 99.  | I have a great deal of patience                                          |       |
| 100. | I am confident in my abilities                                           |       |
| 101. | I want to be successful                                                  |       |
| 102. | I have supportive individuals in my life                                 |       |
| 103. | I use strategies to reduce/mitigate risks                                |       |
| 104. | I am open to new ways of doing things                                    |       |
| 105. | I can usually find solutions to everyday problems                        |       |

## SCORING KEY

Transfer your scores below:

| Characteristic               | Question | Score | Question | Score | Question | Score | Total |
|------------------------------|----------|-------|----------|-------|----------|-------|-------|
| Content                      | 1.       |       | 36.      |       | 71.      |       |       |
| Legal/Ethical                | 2.       |       | 37.      |       | 72.      |       |       |
| Professionalism              | 3.       |       | 38.      |       | 73.      |       |       |
| Goal Setting                 | 4.       |       | 39.      |       | 74.      |       |       |
| Marketing                    | 5.       |       | 40.      |       | 75.      |       |       |
| Current                      | 6.       |       | 41.      |       | 76.      |       |       |
| Boundaries                   | 7.       |       | 42.      |       | 77.      |       |       |
| Efficiency                   | 8.       |       | 43.      |       | 78.      |       |       |
| Delegate                     | 9.       |       | 44.      |       | 79.      |       |       |
| Finance                      | 10.      |       | 45.      |       | 80.      |       |       |
| Research                     | 11.      |       | 46.      |       | 81.      |       |       |
| Organization                 | 12.      |       | 47.      |       | 82.      |       |       |
| Sales                        | 13.      |       | 48.      |       | 83.      |       |       |
| Communicate                  | 14.      |       | 49.      |       | 84.      |       |       |
| Leader                       | 15.      |       | 50.      |       | 85.      |       |       |
| Dealing w/ Others            | 16.      |       | 51.      |       | 86.      |       |       |
| Perspective Taking           | 17.      |       | 52.      |       | 87.      |       |       |
| Prioritizing                 | 18.      |       | 53.      |       | 88.      |       |       |
| Business Savvy               | 19.      |       | 54.      |       | 89.      |       |       |
| Passion                      | 20.      |       | 55.      |       | 90.      |       |       |
| Resiliency                   | 21.      |       | 56.      |       | 91.      |       |       |
| Independence                 | 22.      |       | 57.      |       | 92.      |       |       |
| Self-Discipline              | 23.      |       | 58.      |       | 93.      |       |       |
| Optimism                     | 24.      |       | 59.      |       | 94.      |       |       |
| Vision                       | 25.      |       | 60.      |       | 95.      |       |       |
| Creativity / Resourcefulness | 26.      |       | 61.      |       | 96.      |       |       |
| Self-Awareness               | 27.      |       | 62.      |       | 97.      |       |       |
| Persistence                  | 28.      |       | 63.      |       | 98.      |       |       |
| Patience                     | 29.      |       | 64.      |       | 99.      |       |       |
| Self-Confidence              | 30.      |       | 65.      |       | 100.     |       |       |
| Drive                        | 31.      |       | 66.      |       | 101.     |       |       |
| Support                      | 32.      |       | 67.      |       | 102.     |       |       |
| Risk                         | 33.      |       | 68.      |       | 103.     |       |       |
| Openness / Flexibility       | 34.      |       | 69.      |       | 104.     |       |       |
| Common Sense                 | 35.      |       | 70.      |       | 105.     |       |       |
| Total                        |          |       |          |       |          |       |       |

## DECIPHERING YOUR SCORES

|                            | Low                                                                                                                                                                                                                                                 | Average                                                                                                                                                                                                                                                                                                                                                                | High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Individual Characteristics | 3-6                                                                                                                                                                                                                                                 | 7-11                                                                                                                                                                                                                                                                                                                                                                   | 12-15                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Overall                    | 105-209                                                                                                                                                                                                                                             | 210-419                                                                                                                                                                                                                                                                                                                                                                | 420-525                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Description                | <p>You have identified <i>a few</i> of the characteristics which entrepreneurs need to succeed.</p> <p>Looking for alternative work arrangements (e.g., flexible hours), rather than seeking full self-employment, may be a better fit for you.</p> | <p>You have identified <i>some</i> of the characteristics which entrepreneurs need to succeed.</p> <p>Seeking partial self-employment arrangements may be a good first step for you.</p> <p>To better prepare yourself for full self-employment, focus on your lower scoring areas; formulate an action plan to develop those knowledge, skills, and/or abilities.</p> | <p>You have identified <i>many</i> of the characteristics which entrepreneurs need to succeed.</p> <p>Self-employment may be a good option for you to pursue. Do your research – Is your business idea viable? Do you have the capital for start up costs?</p> <p>For continued success, work to your strengths and focus on developing your lower scoring areas. Alternatively, you may wish to hire people with knowledge, skills, and/or abilities to support your business.</p> |