

SOFT SKILLS SELF ASSESSMENT

Use this survey as an honest self assessment of the skills you possess and to help you learn what you may need to work on.

QUESTIONS	I AM GOOD AT THIS	THIS NEEDS WORK
I listen to others and do not interrupt them.	<input type="radio"/>	<input type="radio"/>
I express my thoughts and ideas clearly and directly, with respect for others.	<input type="radio"/>	<input type="radio"/>
I ask clarifying questions to make sure I understand what someone is saying.	<input type="radio"/>	<input type="radio"/>
I communicate respectfully with all team members at all times.	<input type="radio"/>	<input type="radio"/>
I prioritize tasks and ensure the most important ones are accomplished first.	<input type="radio"/>	<input type="radio"/>
I complete tasks and projects on time or early.	<input type="radio"/>	<input type="radio"/>
I plan out my workday and note the things that need to be completed.	<input type="radio"/>	<input type="radio"/>
I am proactive, willing to take reasonable risks to show initiative.	<input type="radio"/>	<input type="radio"/>
I have planning and time management skills.	<input type="radio"/>	<input type="radio"/>
I have a positive attitude regardless of the task at hand.	<input type="radio"/>	<input type="radio"/>

QUESTIONS	I AM GOOD AT THIS	THIS NEEDS WORK
I celebrate the success of our team and the success of others.	<input type="radio"/>	<input type="radio"/>
I am trustworthy, loyal, dependable a person of good character.	<input type="radio"/>	<input type="radio"/>
I have the ability to admit mistakes and seek solutions. I do not blame others.	<input type="radio"/>	<input type="radio"/>
I volunteer to help without being asked.	<input type="radio"/>	<input type="radio"/>
I know what tasks I am responsible for and use a list and calendar to stay on track.	<input type="radio"/>	<input type="radio"/>
I am able to regulate my emotions and feelings appropriately.	<input type="radio"/>	<input type="radio"/>
I don't get upset or defensive with others offer me constructive feedback.	<input type="radio"/>	<input type="radio"/>
I have the ability to work in teams, one-on-one or independently.	<input type="radio"/>	<input type="radio"/>
I take responsibility for my behaviors and actions.	<input type="radio"/>	<input type="radio"/>
I am a team player, working well with others.	<input type="radio"/>	<input type="radio"/>
I know how to follow and take direction well and can be as flexible as needed.	<input type="radio"/>	<input type="radio"/>
I am dependable and reliable. People can count on me to get the job done.	<input type="radio"/>	<input type="radio"/>

QUESTIONS	I AM GOOD AT THIS	THIS NEEDS WORK
I show enthusiasm for projects I am given.	<input type="radio"/>	<input type="radio"/>
I am interested in learning new information and skills.	<input type="radio"/>	<input type="radio"/>
I understand the importance of confidentiality.	<input type="radio"/>	<input type="radio"/>
I am friendly and treat people with respect.	<input type="radio"/>	<input type="radio"/>
I have a sense of humor.	<input type="radio"/>	<input type="radio"/>
I am aware of my reputation at work and I try to maintain or improve my reputation.	<input type="radio"/>	<input type="radio"/>
I am able to anticipate problems at work and assist when I can.	<input type="radio"/>	<input type="radio"/>
I look for ways to help my team meet our goals.	<input type="radio"/>	<input type="radio"/>
I am able to accept changes to work plans and move forward with them.	<input type="radio"/>	<input type="radio"/>
I involve and listen to other team members.	<input type="radio"/>	<input type="radio"/>

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