



Soft Skills Self-evaluation

Identify the skills you possess.
Be honest in your self-assessment!

Communication Skills

I listen to others and do not interrupt them.
I express my thoughts and ideas clearly and directly, with respect for others.
I am able to communicate with people in authority.
I understand proper email and cell phone usage.

Decision-making skills

I research the situation fully before making a decision.
I seek out input from my peers.
I understand that making no decision is a decision.
I can come to a conclusion and make a decision.

Enthusiasm

I have a positive attitude regardless of the task at-hand.
I encourage others to be their best
I celebrate the success of our team and the success of others.
I am thankful for all opportunities that present themselves to me.

Integrity/Honesty

I am trustworthy, loyal, truthful, dependable and am a person of good character.
I understand the importance of confidentiality.
I have the ability to admit mistakes and seek solutions. I do not blame others.
I am self-confident and sensitive to cultural diversity.

Positive Attitude

I am friendly and treat people with respect.
I have a sense of humor.
I volunteer to help without being asked.
I act and look professional when appropriate.

Problem-solving skills

I have the ability to solve problems.
I ask thoughtful questions when I do not understand an assignment.
I am proactive, willing to take reasonable risks to show initiative.
I have planning and time management skills.

Resilience

I am able to control my emotions and feelings appropriately.
I don't get upset or defensive when others offer me constructive feedback.
I have the ability to work in teams, one-on-one or independently.
I adapt easily when the team changes direction or I am asked to try something new.

Responsibility

I take responsibility for my behavior and actions.
I do every job to the best of my ability, regardless of my personal feelings.
I do what it takes to get the assignment done - complete and on-time.
I arrive to meetings and class on time or early. I am rarely absent or tardy.

Teamwork

I am a team player, working well with others.
I treat other team members with courtesy and consideration all of the time.
I know how to follow and take directions well and can be as flexible as needed.
I am dependable and reliable. People can count on me to get the job done.

Willingness to Learn

I show enthusiasm for projects I am given.
I am interested in learning new information and skills.
I do more than is expected of me, not waiting to be told what to do.
I ask "what else can I do" when I finish an assignment early.

Identify specific examples of soft skills that you checked.

Highlight the soft skills you didn't check.

Start developing them now.