

Soft Skills Self-Assessment

Instructions: Please mark the response that best describes you. Be honest, this is designed to help you learn more about yourself and natural soft skills. There are no right or wrong answers! Go with your first instinct!

#		I Rarely Do This	I Sometimes Do This	I Usually Do This	I Always Do This
1	I ask clarifying questions to make sure I understand what someone is saying.				
2	I avoid interrupting people as they are speaking.				
3	I give the person speaking my full attention.				
4	I listen to other people's viewpoints and I repeat them back, so they know I was listening.				
5	I respectfully communicate with all team members at all times.				
6	I plan my workday by writing down the things that need to happen.				
7	I prioritize tasks and ensure the most important ones are accomplished first.				
8	I know what tasks I am responsible for and use a list and calendar to stay on track.				
9	I take the time to think about tasks and priorities.				
10	I submit my tasks and projects on time or early.				
11	I look for ways to help my team meet our goals.				
12	I know I will be a good team member no matter what role or place I am assigned.				
13	I willingly accept changes to work plans and move forward with them.				
14	I am able to easily play any role on a team.				
15	I involve and listen to other team members.				
16	I avoid wearing attire to work that I know is against the dress code.				

17	I know my appearance is important at work.				
18	I am aware of my nervous habits or ticks and I try to stop when I find myself doing them.				
19	I avoid using curse words or inappropriate language when I am at work.				
20	I take time each day to tidy up my workspace.				
21	I focus on answering all questions and concerns the customer has.				
22	I know how important saying please and thank you are in customer service.				
23	If I do not know the answer to a question a customer has, I know what steps to follow next.				
24	I remember to remain calm and poised.				
25	I understand the importance of a chain of command at work.				
26	I am aware of my reputation at work and I try to maintain or improve that reputation.				
27	I understand what I want from my job or career.				
28	I am able to anticipate problems at work and assist when I can.				
29	I know what I want people to remember about me.				
30	I am confident about who I am and what I bring to the table at work.				

Scoring Instructions: To calculate your scores on your Soft Skills Self- Assessment, write the number you marked for the appropriate color category and number on the appropriate line. The category with the largest number of “I Always Do This” category marked is the soft skills category you are most naturally good at.

Soft Skill Type	# of “I Rarely Do This”	# of “I Sometimes Do This”	# of “I Usually Do This”	# of “I Always Do This”
Communication (Color: Blue, Questions: #1-5)				
Time Management (Color: Orange, Questions #6-10)				
Teamwork (Color: Purple, Questions #11-15)				
Workplace Etiquette and Norms (Color: Green, Questions #16-20)				
Customer Service (Color: Yellow, Questions #21-25)				
Branding (Color: Red, Questions #26-30)				

The soft skill category I am naturally most good at is _____.