

# Soft Skills Self-Assessment

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## A. Communication Skills

I speak clearly and confidently. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I listen actively without interrupting. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I make good eye contact when talking to others. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I use appropriate body language. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I communicate professionally in writing and online. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

## B. Teamwork

I enjoy working with others to achieve a goal. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I respect and value the opinions of my teammates. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I contribute my fair share in group tasks. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I handle conflicts calmly and respectfully. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I encourage others and help build a positive team spirit. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

## C. Problem Solving & Critical Thinking

I approach problems by identifying possible solutions. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I think carefully before making decisions. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I can explain how I solved a problem. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I ask questions to understand situations better. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I can adapt my solution if something isn't working. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

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### D. Work Ethic & Responsibility

I am punctual and meet deadlines. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I take responsibility for my actions. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I stay focused and avoid distractions. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I complete tasks to the best of my ability. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I take pride in doing quality work. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

### E. Professionalism & Respect

I treat others with respect at all times. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I follow rules and behave appropriately. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I am honest and trustworthy. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I present myself well (dress, attitude, behavior). [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I accept feedback without getting defensive. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

### F. Leadership & Initiative

I take the lead when needed. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I look for ways to improve situations. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I stay motivated, even when things get hard. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I help others reach their goals. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

I step up to new challenges. [ 1 ][ 2 ][ 3 ][ 4 ][ 5 ]

# Soft Skills Self-Assessment

## Score Interpretation

- 90-120: Excellent - You're well on your way to soft skills success!
- 60-89: Developing - You have a solid foundation, with room to grow.
- Below 60: Beginner - Focus on building your soft skills through practice and feedback.

## Reflection Questions

1. Which soft skill area is your strongest?

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2. Which soft skill would you most like to improve?

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3. What can you do this week to build one of your soft skills?

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