Soft Skills Checklist

**Put an X in the column that best matches your opinion of each statement.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Strongly Agree | Somewhat Agree | Somewhat Disagree | Strongly Disagree |
| I often spend more time trying to think of ways to get out of school work than it would take me to do it. |  |  |  |  |
| Asking for help on the job is a sign of being weak. |  |  |  |  |
| I think it’s okay to take off time from work for personal reasons, even if I don’t have vacation or personal leave available. |  |  |  |  |
| I usually try to avoid doing job tasks that I dislike doing. |  |  |  |  |
| I’d rather quit a job than do something I don’t think I should have to do. |  |  |  |  |
| When someone makes me angry I get even. |  |  |  |  |
| I find it difficult to take criticism without feeling hurt. |  |  |  |  |
| I seem to be late more than I am on time for things. |  |  |  |  |
| Success in life is a matter of luck. |  |  |  |  |
| When I fail, it is usually someone else’s fault. |  |  |  |  |
| Being 5 or 10 minutes late for work or class is no big deal. |  |  |  |  |
| My appearance does not affect my chances of getting a job, what I wear is an expression of who I am. |  |  |  |  |
| It’s okay to not call my supervisor when I’m sick and can’t come to work. |  |  |  |  |
| It is okay to ignore my co-workers. |  |  |  |  |
| Texting or talking to my friends during work or school lessons is totally acceptable. |  |  |  |  |
| Add up the number of Xs in each column | **A** | **B** | **C** | **D** |
|  |  |  |  |

**If you have two or more Xs in columns A or B, you could benefit from some additional soft skills training.**

1

#  SKILLSWORKSHEET

**INSTRUCTIONS**

This worksheet will help you use the SKILLS assessment. Before you use the computer program, you need to identify the skills you now have and decide which ones you would most enjoy using in your work.

## STEP 1

At the top of the next page, list at least three **Accomplishments**. (You may list up to seven.) An **Accomplishment** is an activity or a project that has made you feel positive about yourself and your capabilities. Be specific; for example, use “built a dog house” instead of “carpentry” or “wrote report on Julius Caesar” instead of “writing.” Include different types of activities, such as work, leisure, community service, and school.

ACCOMPLISHMENTS (List 3)

1.

## STEP 2

Read all **72** skill words and their definitions. There are seven columns numbered for your accomplishments. Put a check under each accomplishment that used that skill. This will show you which skills you have used in the past and help you decide if you want to use them in the future.

**SKILLS**

1. **Personal Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **1.Dependability** | **Working in a reliable and responsible manner.**  |  |  |  |  |  |  |  |  |
| **2.Flexibility** | **Accepting change and variety** |  |  |  |  |  |  |  |  |
| **3.Persistence** | **Working continuously despite interruption** |  |  |  |  |  |  |  |  |
| **4.Integrity** | **Being Honest** |  |  |  |  |  |  |  |  |
| **5.Efficiency** | **Effectively using resources and tools** |  |  |  |  |  |  |  |  |
| **6.Competitiveness** | **Striving to be the best** |  |  |  |  |  |  |  |  |

1. **Social Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **7.Social Perception** | **Working in a reliable and responsible manner.**  |  |  |  |  |  |  |  |  |
| **8.Independent Work** | **Working with little or no supervision** |  |  |  |  |  |  |  |  |
| **9.Teamwork** | **Working cooperatively with others** |  |  |  |  |  |  |  |  |
| **10.Working with the Public** | **Communicating with customers** |  |  |  |  |  |  |  |  |
| **11.Assisting & Caring** | **Providing assistance to others** |  |  |  |  |  |  |  |  |
| **12.Performing** | **Interacting with others** |  |  |  |  |  |  |  |  |
| **13.Instructing** | **Teaching, guiding, or motivating others** |  |  |  |  |  |  |  |  |

1. **Movement Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **14.Finger Dexterity** | **Coordinating movements with the finger** |  |  |  |  |  |  |  |  |
| **15.Manual Dexterity** | **Coordinating movements of the arm and hand** |  |  |  |  |  |  |  |  |
| **16.Motor Coordination** | **Coordinating movements of 2 or more limbs together** |  |  |  |  |  |  |  |  |
| **17.Stamina** | **Exerting Oneself physically over long periods of time** |  |  |  |  |  |  |  |  |
| **18.Strength** | **Exerting Force** |  |  |  |  |  |  |  |  |
| **19.Rapid Response** | **Moving Quickly & Correctly with 2 different activities** |  |  |  |  |  |  |  |  |

1. **Perceptual Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **20.Sound Discrimination** | **Detecting the difference between sounds, pitch, or loudness** |  |  |  |  |  |  |  |  |
| **21.Shape Discrimination** | **Detecting the difference between sizes, shape, and mass** |  |  |  |  |  |  |  |  |
| **22. Color vision** | **Detecting the difference between colors, shades, and brightness** |  |  |  |  |  |  |  |  |
| **23.Depth Perception** | **Detecting the distance between objects** |  |  |  |  |  |  |  |  |
| **24.Visualizing** | **Forming a mental image of something** |  |  |  |  |  |  |  |  |
| **25.Creativity** | **Creating new ideas or products.** |  |  |  |  |  |  |  |  |
| **26.Aesthetic Judgement** | **Recognizing beauty** |  |  |  |  |  |  |  |  |

1. **Situational Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **27.Stress Tolerance** | **Dealing calmly and effectively in tense situations** |  |  |  |  |  |  |  |  |
| **28.Hazards Tolerance** | **Working in dangerous conditions** |  |  |  |  |  |  |  |  |
| **29.Discomfort Tolerance** | **Working in unpleasant conditions** |  |  |  |  |  |  |  |  |
| **30.Repetition Tolerance** | **Continuously performing the same action** |  |  |  |  |  |  |  |  |

1. **Processing Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **31.Following Procedures** | **Correctly following a set of rules** |  |  |  |  |  |  |  |  |
| **32.Categorizing** | **Identifying items by similarities** |  |  |  |  |  |  |  |  |
| **33.Record Keeping** | **Working in unpleasant conditions** |  |  |  |  |  |  |  |  |
| **34.Attention to detail** | **Continuously performing the same action** |  |  |  |  |  |  |  |  |
| **35.Verifying Information** | **Ensuring information is correct** |  |  |  |  |  |  |  |  |

1. **Technical Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **36.Installing** | **Setting Up Equipment or structures** |  |  |  |  |  |  |  |  |
| **37.Inspecting** | **Evaluating Equipment** |  |  |  |  |  |  |  |  |
| **38.Repairing** | **Fixing machines** |  |  |  |  |  |  |  |  |
| **39.Troubleshooting** | **Determining causes & solutions** |  |  |  |  |  |  |  |  |
| **40.Controlling Machines** | **Operating Machines** |  |  |  |  |  |  |  |  |
| **41.Operating Vehicles** | **Driving Vehicles** |  |  |  |  |  |  |  |  |
| **42.Using Computers** | **Using programs on Computers** |  |  |  |  |  |  |  |  |
| **43.Programming** | **Creating Programs on Computers** |  |  |  |  |  |  |  |  |
| **44.Technology Design** | **Adapting equipment and technology** |  |  |  |  |  |  |  |  |

1. **Math and Science Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **45.Calculating** | **Adding, Subtracting, Multiplying, Dividing** |  |  |  |  |  |  |  |  |
| **46.Estimating** | **Guessing at totals** |  |  |  |  |  |  |  |  |
| **47.Budgeting** | **Allocating your money correctly** |  |  |  |  |  |  |  |  |
| **48.Math Reasoning** | **Solving Math Problems** |  |  |  |  |  |  |  |  |
| **49.Science Reasoning** | **Solving Science Problems** |  |  |  |  |  |  |  |  |

1. **Communication Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **50.Reading** | **Understanding Information** |  |  |  |  |  |  |  |  |
| **51.Writing** | **Communicating Information** |  |  |  |  |  |  |  |  |
| **52.Speaking** | **Talking to Others** |  |  |  |  |  |  |  |  |
| **53.Listening** | **Understanding Others** |  |  |  |  |  |  |  |  |
| **54.Concentrating** | **Focusing on a Task** |  |  |  |  |  |  |  |  |

1. **Problem Solving Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **55.Information Gathering** | **Locating & Evaluating information** |  |  |  |  |  |  |  |  |
| **56.Evaluating** | **Judging the progress of an idea** |  |  |  |  |  |  |  |  |
| **57.Advising** | **Providing advice for others** |  |  |  |  |  |  |  |  |
| **58.Synthesizing** | **Reorganizing information** |  |  |  |  |  |  |  |  |
| **59.Analyzing** | **Evaluating information** |  |  |  |  |  |  |  |  |
| **60.Planning** | **Examining information** |  |  |  |  |  |  |  |  |
| **61.Active Learning** | **Developing approaches for implementing ideas** |  |  |  |  |  |  |  |  |
| **62.Using Knowledge** | **Using work related experience** |  |  |  |  |  |  |  |  |

1. **Management Skills**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **S** |
| **63.Safety** | **Correctly following a set of rules** |  |  |  |  |  |  |  |  |
| **64.Persuading** | **Identifying items by similarities** |  |  |  |  |  |  |  |  |
| **65.Negotiating** | **Working in unpleasant conditions** |  |  |  |  |  |  |  |  |
| **66.Confronting** | **Continuously performing the same action** |  |  |  |  |  |  |  |  |
| **67.Initiating** | **Ensuring information is correct** |  |  |  |  |  |  |  |  |
| **68.Coordinating** | **Organizing people & activities** |  |  |  |  |  |  |  |  |
| **69.Directing/Leading** | **Providing direction to others** |  |  |  |  |  |  |  |  |
| **70.Decision Making** | **Reaching a conclusion to solve problems** |  |  |  |  |  |  |  |  |
| **71.Managing Resources** | **Determining the best use of resources** |  |  |  |  |  |  |  |  |
| **72.Impact of Responsibility** | **Accepting the outcome of your decisions** |  |  |  |  |  |  |  |  |

## STEP 3

When you have finished Step 2, look over the list of skills once more. Identify the skills you want to use in the future by putting a check in the last column headed ‘**S’** for **Satisfying Skills**. You may select skills that you have not used if you intend to develop them.

## STEP 4

The final step is prioritizing your **Satisfying Skills.** From the skills checked as **Satisfying Skills,** choose the **5** skills that you most enjoy and list them in the **SKILLS Summary** on the back page as **Very Satisfying** skills. Then choose **10** more skills and list them as **Moderately Satisfying** skills. List the last **20** as **Somewhat Satisfying** skills. List each skill only once.

**SKILLS SUMMARY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5 Very Satisfying Skills** |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **10 Very Satisfying Skills** |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **20 Somewhat Satisfying Skills** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

 **S K I L L S W O R K S H E E T** 1