

My Personal Skills Assessment

Insert Career
Center Logo
Here

Place a check (✕) next to the skills you possess and can demonstrate.

I possess these skills: (check all that apply)

___ Show motivation

___ Follow instructions

___ Show maturity

___ Can locate Information

___ Set and achieve goals

___ Am a good planner

___ Learn quickly

___ Meet deadlines

___ Act responsibly

___ Am trustworthy

___ Accept supervision

___ Show patience

___ Am well-organized

___ Am punctual (on time)

___ Accept direction

___ Am cheerful

___ Complete tasks

___ Can solve problems

___ Show interest

___ Have a sense of humor

___ Am reliable

___ Show sensitivity

___ Am cooperative

___ Remember facts

___ Absorb and manage stress

___ Am realistic

___ Am creative

___ Am sincere

___ Work hard

___ Am helpful and resourceful

___ Am considerate of others

___ Absorb and manage anger

___ Make good decisions

___ Show concern for others

- | | |
|---------------------------------------|---------------------------------|
| ___ Am self-confident | ___ Am flexible |
| ___ Am ambitious | ___ Share with others |
| ___ Am dependable | ___ Get along with others |
| ___ Am thrifty (not wasteful) | ___ Am loyal |
| ___ Know how to learn | ___ Manage time well |
| ___ Show leadership | ___ Set priorities |
| ___ Am independent | ___ Am spontaneous |
| ___ Am honest | ___ Am optimistic |
| ___ Am self-motivated | ___ Make effort and keep trying |
| ___ Respect authority | ___ Am methodical |
| ___ Show good attendance | ___ Am productive |
| ___ Am versatile (can do many things) | ___ Am accurate |
| ___ Use common sense | ___ Show good self-esteem |
| ___ Have good sense of direction | ___ Can identify needs |
| ___ Am a good listener | ___ Can work well with people |
| ___ Am willing to learn new things | ___ Am practical |
| ___ Get things done | ___ Am careful |
| ___ Act friendly | ___ Am open-minded |
| ___ Am eager | ___ Am innovative |
| ___ Have a good nature | ___ Am expressive |
| ___ Can coordinate | ___ Can overcome challenges |

As you can see, you have many personal skills! All the skills listed in this exercise are valuable and important in any work environment.

Did you check them all? If not, did you come across a skill you would like to develop? It's worth a try!

Now, let's summarize....

My Top 10 Personal Skills

In the space below, list your Top Ten personal skills. Which ten personal skills are your strongest?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____