

Name: _____

General Skills & Behaviors Assessment

Self-rate 2nd Essential
1 to 10 View Desirable

Skills and work competency areas

1	Using and developing my knowledge			
2	Researching, investigating and problem-solving			
3	Communicating outwardly; face to face, phone, email, etc.			
4	Listening and interpretation, establishing rapport			
5	Developing solutions			
6	Speaking and presenting to groups			
7	Helping / Coaching / Teaching others - training others			
8	Using information and communication technology (IT or ICT)			
9	Technical use of tools/equipment/machinery for my related area of work			
10	Understanding and making the most of relationships with groups of people			
11	Competitor / Industry awareness			
12	Taking initiative and responsibility; decision -making, project management			
13	Inspiring others with my ideas			
14	Managing time, planning, being effective, productive and reliable			
15	Ethical considerations, Social responsibility to organization			

Behaviors, attitudes and personal style

1	Striving for personal development			
2	Taking personal responsibility to resolve problems, even if not my own			
3	Understanding the way other people feel			
4	Developing positive relationships			
5	Keeping focused, productive and dependable			
6	Planning work and personal goals			
7	Managing stress and conflict			
8	Managing upward and cross managing teams			
9	Positive impact on team / company spirit - high morale			
10	Picking up responsibilities without being told - demonstrating initiative			
11	Team work			
12	Having compassion and care for others			
13	Using integrity and ethics and good judgement at work			