

Name: _____

Circle the appropriate rating for each statement below.

Personal Skills

Integrity

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I am honest	1	2	3	4	
I do what I say I will do	1	2	3	4	
I hold myself and others accountable	1	2	3	4	
I make choices consistent with my values	1	2	3	4	
I know and live by my morals and ethical principles	1	2	3	4	Total _____

Work Ethic

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I engage in meaningful work that contributes to success	1	2	3	4	
I am productive throughout the workday	1	2	3	4	
I reflect upon and evaluate my work	1	2	3	4	
I am consistent in my work performance	1	2	3	4	
I don't quit until the job is done	1	2	3	4	Total _____

Professionalism

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I am loyal to my peers, supervisor, and myself	1	2	3	4	
I adhere to dress codes and other policies	1	2	3	4	
I monitor my words and actions	1	2	3	4	
I model appropriate behavior and etiquette in all settings	1	2	3	4	
I contribute to a respectful and safe environment	1	2	3	4	Total _____

Responsibility

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I honor my commitments	1	2	3	4	
I complete my work and assignments on time	1	2	3	4	
I work efficiently and effectively without supervision	1	2	3	4	
I persist in getting my work done	1	2	3	4	
I own my mistakes or incomplete work	1	2	3	4	Total _____

Adaptability/Flexibility

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I work to overcome barriers and roadblocks	1	2	3	4	
I understand that multiple solutions can accomplish the same goal	1	2	3	4	
I maintain my self-control when angry or challenged	1	2	3	4	
I am curious to experiment and explore new ideas	1	2	3	4	
I keep an open mind when change is proposed	1	2	3	4	Total _____

Self-Motivation

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I purposefully connect what I do today with my future	1	2	3	4	
I positively express myself and my ideas	1	2	3	4	
I seek to learn and develop new knowledge and skills	1	2	3	4	
I am disciplined and focused to achieve my goals	1	2	3	4	
I participate in new experiences to expand my skills and abilities	1	2	3	4	Total _____

Workplace Skills

Communication

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I write and speak effectively	1	2	3	4	
I use appropriate body language	1	2	3	4	
I check for understanding when discussing difficult topics	1	2	3	4	
I listen carefully	1	2	3	4	
I ask good questions when needed	1	2	3	4	Total ____

Decision Making

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I analyze key facts, data, and situations	1	2	3	4	
I follow a problem-solving process	1	2	3	4	
I use a critical thinking process to make good decision	1	2	3	4	
I identify possible solutions and their impacts	1	2	3	4	
I make informed choices	1	2	3	4	Total ____

Teamwork

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I work collaboratively with my peers, classmates and co-workers	1	2	3	4	
I recognize the contributions and strengths of others	1	2	3	4	
I follow through with my commitments to my team	1	2	3	4	
I honor my commitments and responsibilities to my team	1	2	3	4	
I foster positive, collaborative, working relationships with others	1	2	3	4	Total ____

Multicultural Sensitivity and Awareness

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I learn about other cultures	1	2	3	4	
I value diversity	1	2	3	4	
I am tactful in my words and actions	1	2	3	4	
I treat everyone with respect	1	2	3	4	
I empower others to use their unique skills and abilities	1	2	3	4	Total ____

Planning, Organizing and Management

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I break down projects and tasks with timelines	1	2	3	4	
I identify resources and standards for completing projects	1	2	3	4	
I anticipate and plan for possible obstacles and setbacks	1	2	3	4	
I follow work priorities and timelines	1	2	3	4	
I work to meet established standards of quality	1	2	3	4	Total ____

Leadership

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I build trust with others	1	2	3	4	
I foster hope in others	1	2	3	4	
I express compassion for others	1	2	3	4	
I model stability in my words and actions	1	2	3	4	
I am a positive influence on my friends, peers and co-workers	1	2	3	4	Total ____

Technical Skills

Computer and Technology Literacy

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I am willing to learn and use new technology	1	2	3	4	
I use work-based technology proficiently	1	2	3	4	
I use technology to solve problems	1	2	3	4	
I improve information flow through technology	1	2	3	4	
I use technology to improve and document accountability	1	2	3	4	Total _____

Job-Specific Skills

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I know my job roles and responsibilities	1	2	3	4	
I follow personnel manual policies	1	2	3	4	
I perform responsibilities without direct supervision	1	2	3	4	
I seek ways to improve my job performance skills	1	2	3	4	
I am open to coaching and feedback	1	2	3	4	Total _____

Safety and Health

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I follow safety procedures including appropriate safety attire	1	2	3	4	
I maintain a clean work environment	1	2	3	4	
I identify potential hazards, and notify appropriate parties	1	2	3	4	
I use tools and equipment according to safety standards	1	2	3	4	
I stay current with safety regulations and standards	1	2	3	4	Total _____

Service Orientation

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I acknowledge and am present with customers	1	2	3	4	
I stay focused and customer-oriented while at work	1	2	3	4	
I demonstrate respect and courtesy to customers at all times	1	2	3	4	
I handle difficult situations with tact and self-restraint	1	2	3	4	
I know when to involve my supervisor in a customer situation	1	2	3	4	Total _____

Professional Development

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I have a career plan and update as needed	1	2	3	4	
I assess my current skills and determine areas for my growth	1	2	3	4	
I use personal and professional mentors	1	2	3	4	
I seek professional and personal growth opportunities	1	2	3	4	
I seek new responsibilities to gain additional skills	1	2	3	4	Total _____

Essential Elements that are areas of strength (have the highest numeric score, highest score #1):

Score _____ 1. _____
 Score _____ 2. _____
 Score _____ 3. _____

Essential Elements that I need to focus on are (have the lowest numeric score, lowest score #1):

Score _____ 1. _____
 Score _____ 2. _____
 Score _____ 3. _____