

Personal & Work Skills Assessment

Use this worksheet to get a better understanding of the personal and work skills you have to offer and where you may need to come up with a plan to tackle areas of improvement

	Yes	Sometimes	No
Hard working			
I get tasks/ school projects done on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If my workload slows down, I look for other tasks to do until things get busy again	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiastic			
I am positive, helpful and happy at work/school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I want to learn new skills and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would want to learn more about the company I work for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ask questions when I don't understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependable			
I show up for every day for school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I get to work/school on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I don't take longer breaks than I am entitled to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I finish all task/homework assignments that I am given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpful			
I offer to help when others need it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I look for ways to be part of the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendly			
I make an effort to meet new people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy talking with co-workers/school mates during breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I provide polite and respectful service to my customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work well with others			
I am a team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to work in a team to get the job done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I treat my co-workers/school mates with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional			
I dress appropriate for my job/school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I speak positively about my friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am honest and trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am clean and well groomed when I come to work/school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>