



Self-Assessment

Your ability and competence in eight areas of workplace skills can be evaluated using the reflective self-assessment exercise. The skill set is as follows: human relations, personal effectiveness, communication, leadership, supervision, strategic thinking, planning, and computer skills.

Self-Assessment Skills Worksheet

Rate Your Skills Set:	Excellent	Very Good	Good	Weak
Human relations is my ability to:				
• Be assertive				
• Be cooperative				
• Delegate				
• Develop rapport				
• Listen				
• Motivate				
• Show empathy				
Personal effectiveness is my ability to:				
• Accept criticism				
• Complete tasks				
• Cope with stress				
• Embrace responsibility				
• Focus				
• Meet deadlines				
• Organize				
• Present a positive attitude				
• Set and complete goals				
• Show a strong attention to detail				

Rate Your Skills Set:	Excellent	Very Good	Good	Weak
Communication is my ability to:				
• Send and receive messages				
* Ask questions				
* Process information				
• Speak and write effectively				
• Practice conflict resolution				
Leadership is my ability to:				
• Coach				
• Delegate				
• Exercise self control				
• Introduce new ideas				
• Facilitate meetings				
• Manage conflict				
• Motivate staff				
• Be task oriented				
• Take risks				
Strategic thinking and planning is my ability to:				
• Define needs				
• Find alternatives				
• Forecast, predict, and analyze				
• Identify and solve problems				
• Generate new ideas				
• Set goals				
Computer skill is my proficiency with:				
• Access				
• ACT				
• Adobe				
• Excel				
• HTML programming				
• JAVA programming				
• Lotus				
• Lotus notes				
• Outlook				

Rate Your Skills Set:	Excellent	Very Good	Good	Weak
• Peachtree				
• PowerPoint				
• Publisher				
• QuickBooks				
• Quicken				
• WordPerfect				
• Other				
• Other				
• Other				
• Other				

At this point you have completed your self-assessment skills worksheet, and you have identified your strengths and weaknesses. As a result of this self-assessment, you will be able to explore areas of employment and work situations that complement your personality, and abilities.