

Soft Skills Checklist

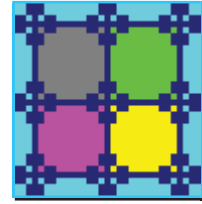
Put an X in the column that best matches your opinion of each statement.

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
I often spend more time trying to think of ways to get out of things than it would take me to do them.				
Asking for help on the job is a sign of being weak.				
I think it's okay to take off time from work for personal reasons, even if I don't have vacation or personal leave available.				
I usually try to avoid doing job tasks that I dislike doing.				
I have held a couple of jobs for less than 3 months.				
If my child was sick my only option would be not to go to work.				
I'd rather quit a job than do something I don't think I should have to do.				
When someone makes me angry I get even.				
I find it difficult to take criticism without feeling hurt.				
I seem to be late more than I am on time for things.				
To cover a three month gap in employment it is okay to extend the end date of my last job.				
Success in life is a matter of luck.				
When I fail, it is usually someone else's fault.				
Being 5 or 10 minutes late for work is no big deal.				
My appearance does not affect my chances of getting a job, what I wear is an expression of who I am.				
It's okay to not call my supervisor when I'm sick and can't come to work.				
It is okay to ignore my co-workers.				
Texting or talking to my friends during work time is totally acceptable.				
Add up the number of Xs in each column	A	B	C	D

If you have two or more Xs in columns A or B, you could benefit from some additional soft skills training.



SKILLS WORKSHEET



INSTRUCTIONS

This worksheet will help you use the SKILLS assessment. Before you use the computer program, you need to identify the skills you now have and decide which ones you would most enjoy using in your work.

STEP 1

At the top of the next page, list at least three **Accomplishments**. (You may list up to seven.) An **Accomplishment** is an activity or a project that has made you feel positive about yourself and your capabilities. Be specific; for example, use “built a dog house” instead of “carpentry” or “wrote report on Julius Caesar” instead of “writing.” Include different types of activities, such as work, leisure, community service, and school.

STEP 2

Read all **72** skill words and their definitions. There are seven columns numbered for your accomplishments. Put a check under each accomplishment that used that skill. This will show you which skills you have used in the past and help you decide if you want to use them in the future.

STEP 3

When you have finished Step 2, look over the list of skills once more. Identify the skills you want to use in the future by putting a check in the last column headed ‘S’ for **Satisfying Skills**. You may select skills that you have not used if you intend to develop them.

STEP 4

The final step is prioritizing your **Satisfying Skills**. From the skills checked as **Satisfying Skills**, choose the **5** skills that you most enjoy and list them in the **SKILLS Summary** on the back page as **Very Satisfying** skills. Then choose **10** more skills and list them as **Moderately Satisfying** skills. List the last **20** as **Somewhat Satisfying** skills. List each skill only once.

STEP 5

You are now ready to use the SKILLS program on the computer.

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ACCOMPLISHMENTS (List at least 3)

Accomplishment 1: _____

Accomplishment 2: _____

Accomplishment 3: _____

Accomplishment 4: _____

Accomplishment 5: _____

Accomplishment 6: _____

Accomplishment 7: _____

SKILLS

A. PERSONAL SKILLS

		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	S
01. Dependability	Working in a reliable and responsible manner.								
02. Flexibility	Accepting change and variety in the workplace.								
03. Persistence	Working continuously despite interruption.								
04. Integrity	Avoiding unethical behavior and being honest.								
05. Efficiency	Effectively using resources.								
06. Competitiveness	Striving to be the best.								

B. SOCIAL SKILLS

		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	S
07. Social Perception	Being aware of the needs and feelings of others.								
08. Independent Work	Working with little or no supervision.								
09. Team Work	Working cooperatively with others.								
10. Working with the Public	Representing the organization and communicating with persons outside the organization.								
11. Assisting/Caring	Providing assistance, care, or service to others.								
12. Performing	Interacting with others to entertain or sell.								
13. Instructing	Teaching, guiding, or motivating others.								

C. MOVEMENT SKILLS

		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	S
14. Finger Dexterity	Coordinating movements of the fingers.								
15. Manual Dexterity	Coordinating movements of the hand, arm and hand, or both hands.								
16. Motor Coordination	Coordinating movements of two or more limbs together.								
17. Stamina	Exerting one's self physically over long periods of time.								
18. Strength	Exerting force repeatedly or continuously.								
19. Rapid Response	Moving quickly and correctly between two different activities.								

D. PERCEPTUAL SKILLS

		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	S
20. Sound Discrimination	Detecting the difference between sounds, pitch, or loudness.								
21. Shape Discrimination	Detecting the difference between sizes, shapes, and mass.								
22. Color Vision	Detecting the difference between colors, shades, and brightness.								
23. Depth Perception	Detecting the distance between objects.								
24. Visualizing	Forming a mental image of how something will look after it is moved or when its parts are moved.								
25. Creativity	Originating, designing, or creating new ideas, relationships, systems, artworks, or products.								
26. Aesthetic Judgment	Recognizing artistic or natural beauty.								

E. SITUATIONAL SKILLS		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	
27. Stress Tolerance	Dealing calmly and effectively with tense situations.								
28. Hazards Tolerance	Working in potentially dangerous conditions.								
29. Discomfort Tolerance	Working in unpleasant environmental conditions.								
30. Repetition Tolerance	Continuously performing the same action.								

F. PROCESSING SKILLS		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	
31. Following Procedures	Correctly following a given set of rules to complete a task.								
32. Categorizing	Identifying items by similarities.								
33. Record Keeping	Entering, transcribing, recording, storing, or maintaining information.								
34. Attention to Detail	Checking each item or task carefully.								
35. Verifying Information	Evaluating information against a set of standards or ensuring that it is correct.								

G. TECHNICAL SKILLS		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	
36. Installing	Setting up equipment, machines, or structures to meet specifications.								
37. Inspecting	Checking and evaluating equipment, structures, and products.								
38. Repairing	Fixing, servicing, aligning, setting up, and adjusting machines, devices, moving parts, and equipment.								
39. Troubleshooting	Determining the cause and solution of an error.								
40. Controlling Machines	Using control mechanisms or direct physical activity to operate machines.								
41. Operating Vehicles	Running, maneuvering, navigating, or driving vehicles or mechanized equipment.								
42. Using Computers	Working with computers by using programs or entering data.								
43. Programming	Writing computer programs.								
44. Technology Design	Developing or adapting equipment and technology.								

H. MATH AND SCIENCE SKILLS		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	
45. Calculating	Adding, subtracting, multiplying, and dividing.								
46. Estimating	Approximating distances, quantities, time, costs, resources, or materials.								
47. Budgeting	Allocating financial resources.								
48. Math Reasoning	Using mathematical methods to understand and solve problems.								
49. Science Reasoning	Using scientific methods to understand and solve problems.								

I. COMMUNICATION SKILLS		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	
50. Reading	Understanding information and ideas presented in writing.								
51. Writing	Communicating information and ideas in writing.								
52. Speaking	Talking to others to convey information.								
53. Listening	Listening to what people are saying and asking questions.								
54. Concentrating	Focusing on a task without interruption.								

SKILLS WORKSHEET
SKILLS ASSESSMENT

J. PROBLEM SOLVING SKILLS		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	
55. Information Gathering	Locating and identifying information.								
56. Evaluating	Judging the success or progress of an idea, work activity, or project.								
57. Advising	Providing consultation or advice to others.								
58. Synthesizing	Reorganizing information to get a better approach to problems.								
59. Analyzing	Examining information and using logic to solve problems.								
60. Planning	Developing approaches for implementing ideas.								
61. Active Learning	Working with new material or information to understand the implications.								
62. Using Knowledge	Using work-related experience.								

K. MANAGEMENT SKILLS		ACCOMPLISHMENT							S
		1	2	3	4	5	6	7	
63. Safety of Others	Managing the work environment to provide for the health and safety of others.								
64. Persuading	Convincing others to approach things differently.								
65. Negotiating	Bringing others together and trying to reconcile differences.								
66. Confronting	Communicating a position opposed by others.								
67. Initiating	Taking on new responsibilities and challenges.								
68. Coordinating	Organizing people and activities to complete tasks.								
69. Directing/Leading	Providing leadership and direction to others.								
70. Decision Making	Understanding information and reaching a conclusion to solve problems.								
71. Managing Resources	Determining the best use of human resources, finances, and material resources.								
72. Impact of Responsibility	Accepting the long-term outcome of decisions.								

SKILLS SUMMARY

5 VERY SATISFYING SKILLS											
10 MODERATELY SATISFYING SKILLS											
20 SOMEWHAT SATISFYING SKILLS											

CAREER INFORMATION SYSTEM

Life Inventory

Transportation

- No vehicle
- No license
- Suspended license
- Vehicle not working or needs repairs
- No available public transportation or alternative transportation
- Other transportation issues _____

Child Care

- No child care
- Can't afford child care
- Have special needs child
- Parenting skills
- Other child care issues _____

Health

- Disability
- Addiction
- Limitations on physical activities (i.e. lifting, sitting or standing for long periods)
- Insurance issues
- Dental care
- Eye care
- Physical or emotional abuse
- Other health issues _____

Financial

- Bankruptcy
- Credit problems
- Food
- Housing
 - Inadequate
 - Can't afford current housing
 - Homeless
 - Need help with utilities

Other personal needs

- Need interpretation services
 - Clothing
 - Family care (parents/siblings etc.)
 - Legal issues
 - Relocation needs
 - Other needs
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Long Term Goal:

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Short term goal:

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Short term goal:

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Short term:

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Short term:

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Action Steps

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Action Steps

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Action Steps

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Action Steps

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Target date

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Target date

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Target date

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Target date

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Additional Information:

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Long Term Goal:

Short term goal:

Short term goal:

Short term:

Short term:

Action Steps

Action Steps

Action Steps

Action Steps

Target date

Target date

Target date

Target date

Additional Information: