

Name \_\_\_\_\_

## SOFT SKILLS SELF-ASSESSMENT

**Instructions:** Read each statement below about your soft skills. Mark the column that best represents you.

	This soft skill is a strength of mine. I already do this pretty well.	This soft skill is a weakness of mine. I need to work on it.	I need to learn more about this soft skill. I'm not sure if I'm good at it or not.	Record examples of when you demonstrated this skill or possible ways to strengthen it.*
1. I have a strong work ethic, even when no one is looking over my shoulder to be sure I'm doing the right thing.				
2. I am good at influencing others or being a leader in a group when it is needed.				
3. When someone points out a weakness of mine, I use the information to improve myself without being negative to that person.				
4. When facing a challenge, if I have done everything I can do and still don't have a solution, I find the person who can help me and ask for help.				
5. When facing change, I can be flexible.				
6. I prioritize and plan my tasks so that I meet deadlines.				
7. I am organized.				
8. When under pressure, I am able to stay calm and focused on the task at hand.				
9. I generally have a positive attitude. I am pleasant to be around.				
10. Regardless of how my own day is going, I remain polite to those around me, using "please," "thank you," and "I apologize" as necessary.				

\* Examples can come from your daily routine; they don't have to be from a single, isolated story.

11. List one of the soft skills you would like to learn more about and strengthen before interviewing for a job. How do you plan to learn more about this soft skill? How do you plan to strengthen this soft skill?

---

12. On Your Own: Consider asking a close friend or family member to rank you on the same soft skills covered in the questions above. Compare their ranking to yours and see if it changes which soft skills you would like to learn more about and which ones you would like to improve.

## Job Interviews Dos and Don'ts

Do	Don't
<ol style="list-style-type: none"> <li>1. Get a good night's sleep.</li> <li>2. Take a shower.</li> <li>3. Dress up. Look like a business expert.</li> <li>4. Check your appearance in a mirror.</li> <li>5. Mute cell phones and all other digital devices.</li> <li>6. Be able to show that you know about the company.</li> <li>7. Remember that first impressions matter.</li> <li>8. Have a positive attitude.</li> <li>9. Offer a firm handshake.</li> <li>10. Get to the point. Express thoughts clearly and simply.</li> <li>11. Make sure you answer the question you were asked. Don't ramble on.</li> <li>12. Make eye contact.</li> <li>13. Smile.</li> <li>14. Stand tall. Sit straight.</li> <li>15. Be adaptable. (No job is a perfect fit.)</li> <li>16. Bring a resume with contact information and strong references.</li> <li>17. Bring a portfolio with work samples if you have some experience to show off.</li> <li>18. Follow up with a thank-you note or email.</li> </ol>	<ol style="list-style-type: none"> <li>1. Be late.</li> <li>2. Bring a friend.</li> <li>3. Chew gum.</li> <li>4. Wear sunglasses or headgear, such as a hat or bandana.</li> <li>5. Be sarcastic or disrespectful.</li> <li>6. Mumble. Slouch. Twitch.</li> <li>7. Criticize your former employers.</li> <li>8. Ask the salary or pay until you've been offered the position.</li> <li>9. Expect too much too soon. No one owes you a job. You have to earn it.</li> <li>10. Include false information on your application or in the interview.</li> </ol>

### Demonstrate Soft Skills in Interviews

- ✓ **Repeat** the interview question to yourself and make sure you know what is being asked.
- ✓ **Pause** to formulate your answer.
- ✓ **Include a brief example** in your response that demonstrates you have the soft skill, even if you are asked a yes or no question. The example should be:
  - ▶ Brief but with details
  - ▶ Applicable to the job
  - ▶ Recent
  - ▶ True
  - ▶ Believable
  - ▶ Clear and answer the question

### Key Terms

#### **Constructive feedback**

A suggestion that is intended to help or improve.

#### **Entrepreneurial spirit**

Viewing business problems as opportunities for innovation.

#### **Soft skills**

Personal attributes and behaviors not tied to a specific job.

#### **Technical skills**

The abilities and knowledge used in a specific profession.

#### **Work ethic**

A set of values based on hard work and doing the right thing.