

Career Headlines

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Career Solutions Publishing

My Soft Skills Personal Evaluation Checklist

"Social skills" is a term used by some business people to define "soft" skills, as social skills relate to how you interact with coworkers, supervisors, customers, and others. "Employability" skills is another term for soft skills.

Action: Examine the skills you marked "Improve" in previous *Career Headlines*. In the Priority column below, write "1" for the skill you will improve first, "2" for the next, and so on. For Priorities 1, 2, and 3, list two steps you will take to improve each skill. Keep the list nearby, and continue to work on your "Improve" skills during the remainder of the year.

	Priority	Step 1	Step 2
Honesty	_____	_____	_____
Reliability	_____	_____	_____
Accountability	_____	_____	_____
Authority	_____	_____	_____
Flexibility	_____	_____	_____
Initiative	_____	_____	_____
Optimism	_____	_____	_____
Enthusiasm	_____	_____	_____
Energy	_____	_____	_____
Collaboration	_____	_____	_____
Communication	_____	_____	_____
Stability	_____	_____	_____
Critical Thinking	_____	_____	_____
Perseverance	_____	_____	_____
Teamwork	_____	_____	_____
Accepting Criticism	_____	_____	_____
Respect for Diversity	_____	_____	_____
Customer Service	_____	_____	_____
Time Management	_____	_____	_____
Handling Change	_____	_____	_____
Restraint	_____	_____	_____
Good Manners	_____	_____	_____