Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Workplace Success Skills**

Local employers have told Amarillo College which general skills they want all new employees to have, in addition to the technical skills related to a specific job.

Read the list below and give yourself a thoughtful and honest score on how you rate today on each of these Workplace Success Skills. You will have another chance to rate yourself at the end of the course.

Check the number that best represents you.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SELF-EVALUATION CHECKLIST** | **Low** | | | **High** | | |
| **General Workplace Success Skills** | **1** | **2** | **3** | | **4** | **5** |
| 1. Dress appropriately for the workplace |  |  |  | |  |  |
| 1. Arrive on time for work and other appointments |  |  |  | |  |  |
| 1. Treat others with respect |  |  |  | |  |  |
| 1. Pay attention to details |  |  |  | |  |  |
| 1. Listen and follow directions |  |  |  | |  |  |
| 1. Solve conflicts and other problems with logic and reason |  |  |  | |  |  |
| 1. Committed to the success of the team or the company |  |  |  | |  |  |
| 1. Demonstrate leadership qualities |  |  |  | |  |  |
| 1. Communicate successfully through speaking and writing |  |  |  | |  |  |
| 1. Use numbers to solve real-life math problems |  |  |  | |  |  |