Self-Assessment Check List

Kindly answer a series of questions and rate yourself as you see fit.

**Please select the following skills you have:**

|  |  |  |
| --- | --- | --- |
| Your Skills | Yes | No |
| Communication |  |  |
| Technical |  |  |
| Leadership |  |  |
| Organizational |  |  |
| Creative & Design |  |  |
| People Skills |  |  |
| Solving Problems |  |  |
| Physical Abilities |  |  |

**Please assess you honestly**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | Worst------------------Best | | | | |
| 1 | 2 | 3 | 4 | 5 |
| **How would you rate your communication skills?** |  |  |  |  |  |
| **How would you rate your leadership skills?** |  |  |  |  |  |
| **How would you rate your organizational skills?** |  |  |  |  |  |
| **How would you rate your creative and design skills?** |  |  |  |  |  |
| **How would you rate your people skills?** |  |  |  |  |  |
| **How would you rate your problem-solving skills?** |  |  |  |  |  |
| **How would you rate your physical abilities skills?** |  |  |  |  |  |

**Please rate your skills or qualities below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Very Good | Good | Poor | Very Poor |
| Team Player skills |  |  |  |  |  |
| Able to communicate effectively |  |  |  |  |  |
| Excellent writing skills |  |  |  |  |  |
| Listening attentively and open for communication |  |  |  |  |  |
| Able to speak and talk to a large audience |  |  |  |  |  |
| Help others who are in need |  |  |  |  |  |
| Able to influence others |  |  |  |  |  |
| Good decision-making skills |  |  |  |  |  |
| Ownership and accountability |  |  |  |  |  |
| Able to deliver his/her thoughts properly |  |  |  |  |  |
| Leadership abilities |  |  |  |  |  |
| Commitment to the assigned task |  |  |  |  |  |
| Promote a supportive environment |  |  |  |  |  |
| Participate in team activities |  |  |  |  |  |
| Encourage others if needed |  |  |  |  |  |
| Interested in learning new things |  |  |  |  |  |
| Open for feedback and suggestions |  |  |  |  |  |

**Please rate your character/nature/trait below:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Strongly Agree | Somewhat Agree | Strongly Disagree |
| Analytical and Logical |  |  |  |
| Dependent |  |  |  |
| Initiative |  |  |  |
| Confidence |  |  |  |
| Responsible |  |  |  |
| Persuasive |  |  |  |
| Simple |  |  |  |
| Efficient |  |  |  |
| Humor |  |  |  |
| Punctual |  |  |  |
| Dedicated |  |  |  |
| Never Give up |  |  |  |
| Friendly |  |  |  |
| Empathetic |  |  |  |
| Helping others |  |  |  |
| Know how to delegate |  |  |  |
| Reliable |  |  |  |

**Assessment for Workplace Reediness**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **The power of interest or will (Passion)**  Are you really ready to work hard at work? Everyone knows that the workplace means that there is no place for emotions alone. Can you adapt? |  |  |
| **Goal setting**  Have you completed the overall vision and set clear goals for your career? Are you determined to achieve your goals through all your efforts? |  |  |
| **Decision making**  When you are faced with a difficult situation, are you able to keep a calm down and make an important decision on your own by gathering enough information without passing the problem or imposing it on someone else? |  |  |
| **Taking Risk**  There is no work that is completely risk free. There is always the risk of failure in the job market. Are you aware of these risks and do you believe that you too can fail at work? Do you have enough information so that you can accurately estimate how big a risk you are going to take? |  |  |
| **Ability to handle stress**  Tough decisions, competition in the workplace, bitter experiences in communicating with customers, and long-term work can be stressful. Can you maintain a positive attitude in the face of such pressures? Do you see your potential in the workplace at such a difficult time? |  |  |
| **Saving Habit**  Do you have a tendency to accumulate money? |  |  |
| **Good Human Relation**  Do you feel comfortable building relationships with new people? Do you start talking on your own? Do you appreciate the good qualities of others? Can you accept if someone criticizes you? Can you protect the privacy of others? |  |  |
| **Problem Solving**  If you see a problem, can you solve the problem by finding the right solution without complaining? |  |  |
|  |  |  |

**What were your activities and achievements in the past 1 year?**

|  |
| --- |
|  |

**What areas of your work you think you could improve on?**

|  |
| --- |
|  |

**What are the skills or knowledge you would like to enhance?**

|  |
| --- |
|  |

**What are your goals for working in the company as fresh executive?**

|  |
| --- |
|  |

**What are your strengths and weaknesses? How will you overcome them?**

|  |
| --- |
|  |

**What are your Opportunities and Threads? How will you overcome them?**

|  |
| --- |
|  |