

**DATA SCIENCE ACADEMY**

Soft skills assessment

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| **Name,Surname:** | | Jamal Aghayev | |  | | **Date:** | 24/01/2023 |  |
| **D.O.B:** | 20/02/1999 | |  | |  | | | |

**Instructions:** A soft skills assessment can help illuminate areas where improving your skills can greatly improve the performance of your team, along with your own personal success. It will also show you which soft skills you are strong in, so you can better understand how to teach those positive behaviors to others. While reading through the statements in this assessment, make sure to look at it objectively – thinking about how you **truly think and act**, rather than how you **would like to.** Be sure to answer every question if you want **accurate** results!

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| **Assessment Questions** |
| **Directions: Read each statement below carefully. Check the box according how much a statement is true for you** |
| 1. I take time to analyze why I feel the way I do about different situations.   ☐ ☐ ☐ **☐** ☐  Very rarely Rarely Sometimes Often Very often   1. When others are debating something, I can understand the viewpoints of all sides, whether or not   I agree with them.  ☐ ☐ **☐** ☐ ☐  Very rarely Rarely Sometimes Often Very often   1. When making changes to something, I come up with well-reasoned explanations to address others'   concerns.  ☐ ☐ ☐ ☐ **☐**  Very rarely Rarely Sometimes Often Very often   1. I try to understand widely diverse perspectives, ideas, and experiences.   ☐ ☐ ☐ ☐ **☐**  Very rarely Rarely Sometimes Often Very often   1. The goals I set have clear expectations and standards for how to achieve them.   ☐ ☐ ☐ **☐** ☐  Very rarely Rarely Sometimes Often Very often |

1. When approaching a problem, I ask "What else could be the problem?" to help identify the root cause.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I objectively weigh the costs and benefits of each possible solution when making a decision.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I research information to help support my case when proposing an idea or solution.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. After someone speaks to me, I think of open-ended questions to ask them.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I keep myself from jumping into a conversation while others are speaking.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I am comfortable with adapting to new situations.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. When making a decision, I seek others' perspectives to view it from multiple angles.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. To keep myself accountable, I share my goals with others.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I create goals for personal and professional growth.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I 'm able to communicate why changes are happening so that others get on board with those changes.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I seek out feedback and constructive criticism.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. After I set a goal, I create a plan with milestones to show my progress toward the goal.

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| Rarely | Sometimes | Often | Very often |

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1. I can make sense out of ambiguous and complex problems.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I define the importance and the urgency of tasks in order to prioritize them.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I use my past experiences to help me in new and unfamiliar situations.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I look for multiple perspectives when determining what caused a problem.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I calm myself down before responding to an emotional situation.

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| **☐** | ☐ | ☐ | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I internally recognize and accept my emotions as they come.

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| Rarely | Sometimes | Often | Very often |

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Very rarely

1. When I'm involved in a conflict, it's resolved quickly and fairly.

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| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I plan ahead so I know what I'll be working on the next day.

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| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I allow myself to feel emotions fully, rather than suppressing them.

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| ☐ | **☐** | ☐ | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. If someone starts speaking to me while I am working on something, I pause what I'm doing and give that person my full attention.

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| **☐** | ☐ | ☐ | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. When faced with making a decision, I see both the logic and the emotions involved.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. When I come up with a solution to a problem, I think through any new problems that solution could create before implementing it.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. I repeat points back during a conversation to ensure I understand what the other person is saying.

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| ☐ | **☐** | ☐ | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I am curious about what else I can learn.

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| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. When I tell others about changes, I ask what they think.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. Before making decisions, I think through both expected and unexpected outcomes.

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| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I put time into doing the things that are most valuable to me.

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| **☐** | ☐ | ☐ | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. When conversing with someone, I can accurately read their body language.

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| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

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1. I anticipate and plan for problems that could occur when going through major changes.

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| Rarely | Sometimes | Often | Very often |

Very rarely

1. When arguments become heated, I quickly de-escalate myself and others.

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| ☐ | **☐** | ☐ | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I follow up on my solutions to problems to see if the effects were positive.

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| --- | --- | --- | --- |
| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I balance logic and emotion to explain my viewpoints to others.

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| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. When creating goals, I look at the goals of others in my organization or family to see how they align.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I look for more efficient ways to do things.

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| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I hit deadlines and keep my commitments.

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| ☐ | ☐ |  | **☐** | ☐ |
| Rarely | Sometimes |  | Often | Very often |

Very rarely

1. I don't let the impulse of the moment make decisions for me.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I offer to help colleagues with their work when they need it.

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| ☐ | ☐ | **☐** | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. When I'm struggling with a problem, I ask others for help.

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| ☐ | ☐ | **☐** | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I'm able to connect with people easily – they listen to what I have to say.

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| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. Create positive outcomes from accepting my emotions.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I find ways to compromise so everyone involved in a conflict is satisfied with the solution.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I follow up on my solutions to problems to see if the effects were positive.

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| --- | --- | --- | --- |
| ☐ | ☐ | ☐ | **☐** |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. My colleagues and managers see me follow through on my word.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely

1. I do not ignore difficult conversation.

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| ☐ | ☐ | **☐** | ☐ |
| Rarely | Sometimes | Often | Very often |

Very rarely