**Human Skills**

For each of the below statements, please grade yourself 1-3 using the following key:

**1 | Agree 2 | Neutral/Undecided 3 | Disagree**

|  |  |  |  |
| --- | --- | --- | --- |
| **Communication Skills** | | **Examples (To be Completed by Recruiter)** | |
| I listen to others and do not interrupt them | 1 | |  |
| I express my thoughts and ideas clearly and directly, with respect for others | 2 | |  |
| I am able to communicate with people in authority | 2 | |  |
| **Enthusiasm** | |  | |
| I have a positive attitude regardless of the task at-hand | 1 |  | |
| I encourage others to be their best | 1 |  | |
| I am thankful for all opportunities that present themselves to me | 1 |  | |
| **Positive Attitude** | |  | |
| I am friendly and treat people with respect | 1 |  | |
| I volunteer to help without being asked | 1 |  | |
| I act and look professional when appropriate | 1 |  | |
| **Problem-solving skills** | |  | |
| I have the ability to solve problems | 1 |  | |
| I ask thoughtful questions when I do not understand an assignment | 1 |  | |
| I am proactive, willing to take reasonable risks to show initiative | 1 |  | |
| I have planning and time management skills | 1 |  | |
| **Responsibility** | |  | |
| I take responsibility for my behaviour and actions | 1 |  | |
| I do every job to the best of my ability, regardless of my personal feelings | 1 |  | |
| I do what it takes to get the assignment done - complete and on-time | 1 |  | |
| I arrive to meetings and class on time or early. I am rarely absent or late | 1 |  | |
| **Teamwork** | |  | |
| I am a team player, working well with others | 1 |  | |
| I treat other team members with courtesy and consideration all of the time | 1 |  | |
| I know how to follow and take directions well and can be as flexible as needed | 1 |  | |
| I am dependable and reliable. People can count on me to get the job done | 1 |  | |
| **Willingness to Learn** | |  | |
| I show enthusiasm for projects I am given | 1 |  | |
| I am interested in learning new information and skills | 1 |  | |
| I do more than is expected of me, not waiting to be told what to do | 2 |  | |
| I ask "what else can I do" when I finish a task early | 1 |  | |