

Each one is aware of a particular personal skill or quality which is well-developed or which needs attention. The list below highlights skills and qualities which are important in many different workplaces. Read the list carefully and mark, as honestly as you can, the appropriate box. Then look at the pattern of your responses. What conclusions can you draw from this profile of yourself?

**Skill/Quality**

**How good will my performance be?**

|                               | Very good | Quite good | Not very good | Not at all good |
|-------------------------------|-----------|------------|---------------|-----------------|
| • Making telephone calls      |           |            |               |                 |
| • Answering the telephone     |           |            |               |                 |
| • Meeting strangers           |           |            |               |                 |
| • Getting on with supervisors |           |            |               |                 |
| • Dealing with the public     |           |            |               |                 |
| • Listening                   |           |            |               |                 |
| • Co-operating with others    |           |            |               |                 |
| • Resolving conflicts         |           |            |               |                 |
| • Using machines              |           |            |               |                 |
| • Writing letters             |           |            |               |                 |
| • Using a calculator          |           |            |               |                 |
| • Working with tools          |           |            |               |                 |
| • Using a computer            |           |            |               |                 |
| • Recording information       |           |            |               |                 |
| • Working with my hands       |           |            |               |                 |
| • Understanding instructions  |           |            |               |                 |
| • Following instructions      |           |            |               |                 |
| • Getting a task done on time |           |            |               |                 |
| • Doing work I don't like     |           |            |               |                 |
| • Being punctual              |           |            |               |                 |
| • Accepting criticisms        |           |            |               |                 |
| • Taking initiatives          |           |            |               |                 |
| • Asking questions            |           |            |               |                 |
| • Being organised             |           |            |               |                 |
| • Admitting a mistake         |           |            |               |                 |
| • Working indoors             |           |            |               |                 |
| • Working outdoors            |           |            |               |                 |
| • Showing interest            |           |            |               |                 |
| • Showing enthusiasm          |           |            |               |                 |
| • Showing humour              |           |            |               |                 |
| • Showing confidence          |           |            |               |                 |
| • Showing independence        |           |            |               |                 |