

MYT Soft Skills Assessment

STUDENT NAME: _____

GRADE: _____

SCHOOL: _____

TEACHER/INSTRUCTOR NAME: _____

Skill/Quality	Excellent (3)	Good (2)	Needs lots of work (1)	Not observed(0) (Unsure)	Student Score #1 (score)	Student Score #2 (score)	Instructor Rating
BE HONEST! We all have some area(s) to improve in. Look at the criteria for each skill and decide what rating you think fits the best. Make to ask if you have any questions about the skill you are rating.					Date:	Date:	Date:
Manners	~ You are always aware of others' feelings and considerate of their needs ~ You don't let your moods affect how well or poorly you treat others ~ Please, thank you, your welcome are words you use often and with everyone ~ You offer to help others even when you are tired or don't feel like it						
Ownership of Tasks	~ You take responsibility for your own work and don't make excuses for mistakes ~ If necessary, you keep people informed of your progress ~ You complete work when it is due ~ Even if it is boring, you complete all the details ~ You don't try to let others do your work for you—you finish what is assigned to you						
Attendance	~ You have 100% attendance or are not absent without a VERY good reason ~ You always call in or let someone know you will be absent with plenty of notice. ~ You don't use excuses or weak reasons to avoid coming to work or school ~ You are never late						
Motivation	~ You love to take on new tasks and learn new things, or get involved in activities ~ You are willing to make a positive contribution to the class, a team or at work. ~ You commit to finishing the task or group that you started. ~ You are happy to get involved and are willing to take the lead on some projects, while still involving others						

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Professionalism	<ul style="list-style-type: none"> ~ No matter what is going on in your persona life, at school or at work, you maintain a high level of professionalism at all times ~ Even if something bothers you or you disagree, you are professional and considerate to others ~ You see projects or conversations through to their completion and give them 100% of your concentration and effort ~ You don't let your own behavior be negatively influenced by others' moods or comments 						
Productivity	<ul style="list-style-type: none"> ~ You always do the best that you can ~ You use your time efficiently and effectively ~ You find productive things to do, even in slow times at work or at school. ~ Your work is accurate and you don't get distracted by other people or projects 						
Conscientiousness	<ul style="list-style-type: none"> ~ You do the best work you can, EVEN IF NO ONE IS WATCHING YOU ~ You check your work for mistakes ~ You are concerned about getting work done on time, but not rushing through just to complete it. You take your time if you need to. ~ You ask questions if you need clarification on how to do something properly 						
Workplace Conduct	<ul style="list-style-type: none"> ~ You are always aware of your behavior and how it affects others ~ You are well behaved—in what you do and what you say ~ You are professional and positive ~ You don't get distracted by gossip ~ You are responsible and respectful, even when you don't think others are watching 						

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Timekeeping	<ul style="list-style-type: none"> ~ You are always on time for school, work, practices, and classes. ~ You don't make excuses if you are late ~ You meet deadlines at work or school that have a time component 						
Organizational Skills	<ul style="list-style-type: none"> ~ You organize your day and what needs to be accomplished during your day ~ Your work area, locker and/or desk is organized and you are able to find what you need at any time (tools, books, pencils, etc.) ~ You don't misplace homework or information that you need ~ You prioritize what needs to be done and when. You don't get distracted from priorities 						
Verbal Communication	<ul style="list-style-type: none"> ~ You speak clearly and politely to others. ~ You use language correctly for your environment (no slang or cuss words at school or work, etc.) ~ You give details when necessary and are able to explain your thoughts and intentions well 						
Team Work/ Respect	<ul style="list-style-type: none"> ~ When working with others, you are respectful and considerate of opinions and experience ~ You can offer constructive feedback and are able to receive constructive feedback from others without getting defensive or upset ~ You show respect for everyone you work with, even if you don't like or agree with them ~ You help your team meet its responsibilities or deadlines and are willing to work extra if necessary ~ You help make sure that all team members are included 						

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Helping Others	~ You use opportunities to use your knowledge and skill to help others and do so in a non-patronizing way. ~ You are helpful even when there is nothing in it for you ~ You notice when others need help and do so without being asked ~ You are willing to help people you don't know						
Ability to ask for help	~ You don't hesitate to ask for assistance if you need it. ~ You will make sure you understand the task you are asked to do and, if it is something you feel you need trained in, you politely ask for help or clarification. ~ You don't consider it a sign of weakness to ask for help when needed.						
Adaptability/ Flexibility	~ You are willing to change your work style or work habits when necessary ~ You are willing to work a little later than usual to finish a project/assignment ~ Working around other people's schedules and wishes is something you are willing to do if it helps the team ~ You understand that change is part of life and you are willing to go with the flow						

Areas I should continue to improve in are: _____

I have seen the most improvement in this/these areas: _____
