

PERSONAL SKILLS FORM

Quality or skill	Description	I am good at this	I am not good at this	I want to improve this
Adaptability	Ability to work independently or as a part of a team and to carry out multiple tasks or projects and to be open to change			
Work ethic	Be hardworking, tenacious and dedicated to your job			
Reliability	Take responsibility for your actions and be ready to work on time			
Positive attitude	Ability to think about what I am good at in a situation			
Professionalism and honesty	Be responsible and fair			
Self-confidence	Ability to believe in yourself			

Self-motivated	Ability to work independently with minimal supervision			
Willingness to learn	Openness to grow and learn with change and assimilate new concepts			
Social Communication skills	Ability to listen, write and speak effectively			
Analytical and research skills	Ability to assess a situation, identify key issues and gather more information if needed			
Computer and technical literacy	Understanding of computer hardware and software, ability to use computers well, e.g. spreadsheets, email, presentation software			
Interpersonal abilities	Ability to relate to colleagues			
Flexibility and ability to manage multiple tasks	Manage multiple tasks, set priorities and adapt to changing conditions			

Multicultural awareness	Sensitivity and awareness to other people and cultures			
Planning, organisation and time management	Ability to implement projects and tasks within a time frame. Goal setting and planning			
Problem solving, reasoning and creativity	Find solutions to problems (and complaints) using your creativity, reasoning and past experiences			
Teamwork	Ability to work with others			
Numeracy	Do basic calculations without a calculator			
Follow-up technology trends	Ability to follow up and be interested in new technology trends and developments			
Resilience and emotional control	Manage to work in stressful and challenging situations, avoid emotional decisions			