Self-evaluation of soft skills.

This tool will be used by mentors, participants and potentially their peers to evaluate their level of ability with the core skills. The participant and the peer who is doing the evaluation with them can colour in each segment of the wheel. The more of the segment they colour in, the better they believe they are at this skill. A discussion will then be held to evaluate why they have given themselves this level.

Each skill has a brief description and a question underneath relating to that skill. This will form the basis of the evaluation and discussion. This can be completed numerous times over the course of the participant's journey to reflect and assess their progress.

This tool is a guide. It helps to form the basis and environment for this evaluation and should be focused on the participant self-evaluating rather than the professional evaluating and giving all of the feedback. The questions under the descriptions are only a prompt/example these can be adapted to be tailored to the individuals' experiences.

The key objective of this tool is to encourage and motivate participants to make positive progress within these skills. the professionals will use it to show progress and set goals for the participants to encourage their progress.

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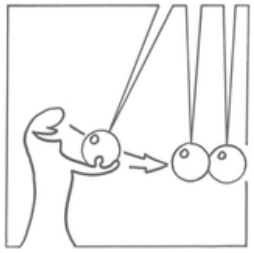
Skill	Description
Communication	Communication is more than the words we speak. It is about all of our interactions both physical and electronic. Knowing how to communicate effectively through different methods and to different audiences is a key life skill. Example: Can you give me an example of how you communicate when you are displeased?
Motivation	Motivation is the reasoning behind our actions both personal and professional. We need to understand our own motivations for our actions and the motivation behind our short and long-term goals. Looking critically and realistically at the goals we set. Example: Can you tell me a time when you have been motivated to start a task?
Reliability	Reliability is the act of “saying what we do and doing what we say”. Knowing and understanding what is expected of us and following through with it. Reliability is something that is gained and lost just like trust. Example: What makes you reliable?
Teamwork	The ability to work with others in any situation. Bringing together the knowledge and skills of others and considering their ability and experience. Collaborating with others to achieve a common goal. Example: Tell me about a time when you have worked as a team and what was your role within the team?

Skill	Description
Responsibility 	Like trust, responsibility is something that we gain from others and within ourselves. We need to understand how our actions affect others and accept the consequences of our actions. We need to be accountable for the things we say and do. Example: What are you responsible for/what have you been responsible for in the past?
Adaptability	Being adaptable is key to growth and progression in everything. Change is inevitable and knowing how to adapt and overcome situations helps us be successful and grow. Example:Tell me about a time when you have had to adapt to a situation and how did you handle this?
Problem Solving	Problem Solving is the ability to overcome challenges and problems. Considering and evaluating different approaches to find an appropriate solution. (Identify, Plan, Action, Reflection) Example: What approach do you take to solving problems? Tell me about the last time you solved a problem.
Resilience	Resilience is our ability to bounce back and overcome challenges and barriers. The ability to pick ourselves up, learn from the experience and keep moving forward. We must all deal with disappointment and setback but we can learn from these experiences. Example: What was the last setback or barrier you experienced and how did this effect you? have you overcome this barrier since?

Name _____ Date ____ / ____ / ____

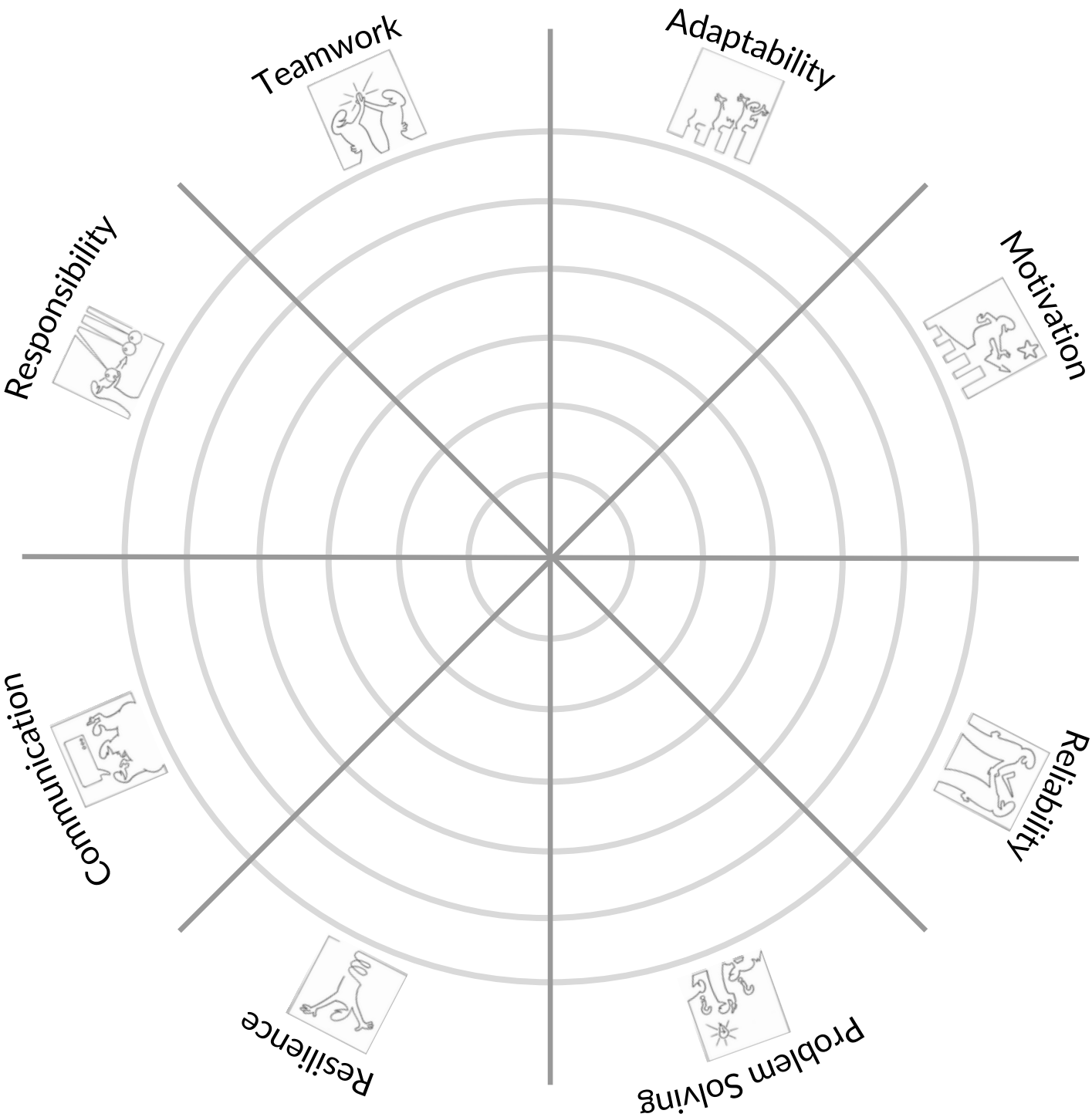
Skill	Assesment Comments	How has the skill been acheived
Communication		
Motivation		
Reliability		
Teamwork		

Name _____ Date ____ / ____ / ____

Skill	Assesment Comments	How has the skill been acheived
Responsibility		
Adaptability		
Problem Solving		
Resilience		

Soft Skills Assesment Tool

Name _____ Date ____ / ____ / ____



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