

## CONSUMER SELF INVENTORY – MY SOFTSKILL QUALITIES

The Consumer Self Inventory provides a useful awareness-raising opportunity to help consumers identify strengths and weaknesses in the area of soft skills.

**Instructions:** Review each *soft skill quality statement* in the first column. The skills are broken into six (6) categories. If you agree with the *soft skill quality statement*, check the *Agree* box; if not, check the *Disagree* box. Please contact DOR staff should you have questions.

**Consumer Name:** \_\_\_\_\_

### Communication

**Agree**

**Disagree**

I am confident when meeting new people

I am able to speak up for myself

I am good at listening

I can communicate my own abilities/limitations to others

### Attitude

I get along well with others

I respect management

I am a positive person

### Teamwork

I am a team player

I am dependable

I am able to work well with others

### Problem Solving and Critical Skills

I am good at making decisions

I can meet target deadlines

I am good at finishing tasks

### Professionalism

I can respect all people in the workplace

I understand proper grooming and hygiene for the job

I use my time well

### Job Seeking Skills:

I can prepare a resume and cover letter  
I can fill out a job application

I can participate in a job interview

I can search for a job on my own

**Consumer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_