



PERSONAL QUALITIES

We all bring personal qualities and attributes to the workplace. Identifying your qualities can help you assess your aptitude for a position and potential success within an organization. From the list of qualities below:

1. Choose the five that best describe you.
2. Identify five qualities that you may not inherently possess that offer the best opportunity for further growth and development.
3. Bring this completed worksheet with you to your next counseling session.

Accurate	Fair-minded	Practical
Aggressive	Flexible	Pressure-prompted
Analytical	Focused	Problem-solver
Calm	Goal-oriented	Prompt, timely
Casual	Gregarious	Questioning
Challenge-seeking	Hardworking	Quick learner
Communicative	Imaginative	Quick-thinking
Competent	Independent	Realistic
Competitive	Initiating	Resourceful
Concise	Intellectual	Results-oriented
Confident	Intelligent	Risk-taker
Congenial	Intimate	Savvy
Conscientious	Introspective	Self-directed
Cooperative	Intuitive	Self-disciplined
Creative	Knowledgeable	Sensible
Decisive	Logical	Sincere
Dedicated	Meticulous	Spiritual
Detail-oriented	Motivated	Spontaneous
Determined	Objective	Structured
Driven	Open to ideas	Task-oriented
Empathetic	Organized	Team-player
Enthusiastic	People-oriented	Verbal
Entrepreneurial	Persevering	Other:
Expressive	Persuasive	
Factual	Political	

Five personal qualities that best describe you:

1. _____
2. _____
3. _____
4. _____
5. _____

Five qualities that represent areas for potential development and future growth:

1. _____
2. _____
3. _____
4. _____
5. _____

PERCEPTION

Learning how others perceive you can be confirming and surprising. Choose three people with whom you are close with personally and/or professionally. Ask them to:

1. Identify your top five qualities.
2. Describe how/when they have seen you demonstrate these qualities.
3. Offer any ideas as to how/where you could apply your best qualities.

Consider how the feedback compares to your own self-image. Are you surprised by how others view you? Did the feedback alter your self-perception?

Person 1:

Person 2:

Person 3: