VOLTA
CAREER RESOURCE CENTER™

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**
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: