

HANDOUT A
GENERAL INTERPERSONAL SKILLS ASSESSMENT

What do your responses say about your overall interpersonal skills? What insights can you gain by understanding the types of questions asked on this assessment?

<i>Occasionally a problem for me</i>	<i>Not a problem for me</i>	<i>Check the left or the right column for each item below as you feel each applies to your own personal style.</i>
		1. Greeting co-workers or team members when I first meet them.
		2. Saying "please" and "thank you" to team members or coworkers.
		3. Looking at team members' or coworkers' faces and showing a pleasant face when they talk with me.
		4. Apologizing when I am late or when I have to rush off to another area or task.
		5. Devoting my full attention to individual coworkers/team members and not getting up to get coffee, talking to passersby, etc.
		6. Looking at the clock and acting as if I don't have time for the coworker or team member.
		7. Being open to individuals' ideas and not feeling threatened by beliefs that differ from my own.
		8. Accepting corrective feedback from team members/coworkers without getting defensive.
		9. Controlling my emotional outbursts.
		10. Making sarcastic comments.
		11. Getting to know my team members'/coworkers' personal interests.
		12. Talking too much and dominating the conversation.
		13. Helping individual team members/coworkers feel comfortable.
		14. When discussing my beliefs, I can do so without labeling the contrary opinions of team members/coworkers as 'stupid', 'crazy', 'ridiculous', or 'irrational'.
		15. When disagreeing with individual team members/coworkers, I can 'stick to my guns' without being abrasive or feeling uncomfortable.
		16. Verbalizing my feelings easily.
		17. Saying 'no' without feeling guilty or anxious.
		18. Being comfortable admitting I've made a mistake.
		19. Having a relaxed or genuinely concerned facial expression when talking with others.
		20. Having a relaxed but erect posture.
		21. Having a firm, pleasant voice with a smooth, flowing delivery.
		22. Having casual hand movements (no clenching or twisting).
		23. Providing positive feedback to team members and coworkers to let them know that I appreciate them (doing so in a sincere manner).
		24. Providing objective corrective feedback to team members and coworkers to let them know what I would like to change (doing so in a respectful, easy manner).
		25. Viewing team members/coworkers as equals and not feeling that I'm better or worse than others.

- 26. Maintaining confidentiality in my working relationships and not gossiping about others.
- 27. Being optimistic in my outlook and in how I speak.
- 28. Following through on things I promised to others.
- 29. Not judging others.
- 30. Including others in decisions that affect them. Not controlling the decisions.