

CAREER ACTION 2-5

Personal Qualities and Work Performance Traits

DIRECTIONS: (a) Rate yourself on each of the personal qualities and work performance traits listed below by using a scale of high, average, or low (H, A, L). For example, if you think you have a high degree of dependability, write *H* in the space to the right of Dependability. Be sure to list other qualities or traits that are important for success in your targeted career. (b) In preparing your resume and preparing to interview well, you should be able to prove that you have these traits by giving examples of how you actually used them successfully. At the bottom of the form, write at least five brief, positive examples of how you have used these qualities or traits.

Personal Quality or Work Performance Trait	Rating (H, A, L)
1. Initiative/Resourcefulness/Motivation	_____
2. Dependability	_____
3. Punctuality	_____
4. Flexibility	_____
5. Creativity	_____
6. Patience	_____
7. Perseverance	_____
8. Humor	_____
9. Diplomacy	_____
10. Intelligence	_____
11. High energy level	_____
12. Ability to work well with a team	_____
13. Ability to set and achieve goals	_____
14. Ability to plan, organize, prioritize work	_____
15. Outgoing personality	_____
16. Ability to handle conflict	_____
17. Optimistic attitude	_____
18. Realistic attitude	_____
19. Enthusiastic attitude	_____
20. Willingness to work	_____
21. Orderliness of work	_____
22. Attention to detail	_____

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(CONTINUED)

Others (List and rank other positive personal qualities or work performance traits)

Personal Quality or Work Performance Trait

Rating (H, A, L)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Examples: List at least five positive examples of how you have used some of these qualities and traits in the past.

Example: _____

Example: _____

Example: _____

Example: _____

Example: _____

Example: _____

Example: _____