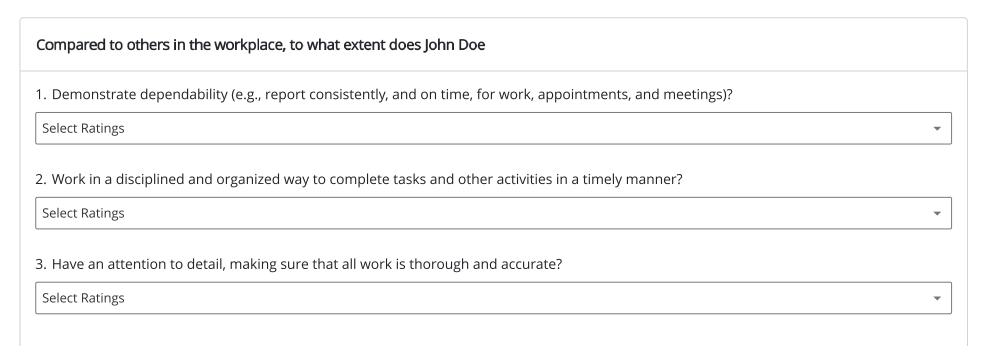# SKILLSURVEY

Reference Survey Form

To Answer Questions:

Please answer each question throughout the survey by clicking on the appropriate button under the number that best describes the extent to which you feel John Doe uses these skills, **compared to others in the workplace.**

As you read each item, please keep in mind:

The scale below is on a continuum of 1 - 7, where a "1" indicates that compared to others in the workplace, John Doe **never** uses the skill **under any circumstances.** A "4" indicates that John Doe uses the skill to a moderate or average extent. A "7" indicates that compared to others in the workplace, John Doe uses this skill **at all times** and **under all circumstances.**

If you cannot answer a particular question based on your own personal experience or observation of the Candidate, click the **"Not Observed" (N/O)** button for that question.

Compared to others in the workplace, to what extent does John Doe

---

1. Demonstrate dependability (e.g., report consistently, and on time, for work, appointments, and meetings)?

Select Ratings	▼

2. Work in a disciplined and organized way to complete tasks and other activities in a timely manner?

Select Ratings	▼

3. Have an attention to detail, making sure that all work is thorough and accurate?

Select Ratings	▼

4. Demonstrate a high level of technical skill?

Select Ratings ▾

5. Quickly master new or unfamiliar technology or technical concepts?

Select Ratings ▾

6. Consistently meet or exceed goals and expectations?

Select Ratings ▾

7. Stay up-to-date with the latest developments in relevant technology?

Select Ratings ▾

8. Listen carefully to others, taking time to understand and ask appropriate questions without interrupting?

Select Ratings ▾

9. Build strong, positive working relationships with manager and coworkers, and maintain them over time?

Select Ratings ▾

10. Communicate with manager and any relevant others to fully understand expectations of assigned work?

Select Ratings ▾

11. Convey information, ideas, and data clearly and concisely so that others can understand?

Select Ratings ▾

12. Effectively coordinate with all relevant stakeholders to complete assigned work?

Select Ratings ▼

13. Take the initiative to prioritize and complete tasks, needing little or no supervision?

Select Ratings ▼

14. Focus resources and energy on activities that will achieve the greatest results?

Select Ratings ▼

15. Prepare, execute and manage projects effectively?

Select Ratings ▼

16. Make decisions and solve problems using sound reasoning and judgment (e.g., gets input, analyzes relevant data)?

Select Ratings ▼

17. Remain flexible and adapt to variety on the job (e.g., effectively handle unexpected situations, demanding stakeholders, and changing conditions)?

Select Ratings ▼

18. Handle multiple projects effectively in a fast-paced environment?

Select Ratings ▼

19. Accept feedback without becoming angry or defensive and use it to strengthen future performance?

Select Ratings ▼

20. Approach the job with confidence and a positive attitude (e.g., respond to project setbacks in a helpful and constructive manner)?

Select Ratings ▼

21. Demonstrate trustworthiness, honesty, and high personal standards in dealings with others?

Select Ratings ▾

22. Treat other people, including those of different backgrounds, beliefs, and gender, with fairness and respect?

Select Ratings ▾

23. Exhibit maturity and self-control, even in situations involving conflict or stress (e.g., does not threaten or abuse others, either physically or verbally)?

Select Ratings ▾

24. Ensure that all aspects of projects meet or exceed industry standards?

Select Ratings ▾

25. Act with ethics and integrity, maintaining confidentiality and privacy of end user and company information?

Select Ratings ▾

26. Were you involved in the decision to hire this person at your company?

Select Answer ▾

27. Would you work with this person again in the future?

Select Answer ▾

COMMENTS

Regardless of how you rated John Doe, please answer the questions below, focusing only on John Doe's work behavior. Your responses to these questions are also confidential. No one will be identified in the report as having written the comment.

Starting with the most important, please comment on the top 3 ways that this individual could improve upon their work performance.

Starting with the most important, please comment on the top 3 work-related strengths of this individual.