

# Professional Skills Check-In

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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directions:** Professional skills are the habits and behaviors that help you succeed at school, work, and in life. This worksheet includes different types of professional skills, like work ethic, teamwork, and responsibility. For each statement, choose the number that best shows how often you do that skill right now. Just be honest with yourself—this is about helping you grow. Some skills might not apply to you yet, and that’s totally okay. Each section also includes a reflection question to help you think more about your strengths and areas to grow.

<b>Work Ethic &amp; Responsibility</b> “I can be counted on to follow through with my tasks and do my best work.”	<b>This is one of my strengths</b>	<b>I can do this sometimes</b>	<b>I need help with this</b>	<b>I have never practiced this</b>
I arrive on time and ready to participate.				
I complete tasks even when they are difficult or boring.				
I take responsibility for my actions and mistakes.				

**Reflection:** Describe a time when you felt proud of how you finished a task or project. What made you proud?

<b>Teamwork and Collaboration</b> "I can work well with others and contribute to group success."	<b>This is one of my strengths</b>	<b>I can do this sometimes</b>	<b>I need help with this</b>	<b>I have never practiced this</b>
I listen respectfully to others' ideas.				
I help solve problems instead of causing them.				
I do my part in group projects.				

**Reflection:** Describe a time when teamwork helped you succeed. What role did you play?

<b>Adaptability and Problem Solving</b> "I can stay calm and adjust when things don't go as planned."	<b>This is one of my strengths</b>	<b>I can do this sometimes</b>	<b>I need help with this</b>	<b>I have never practiced this</b>
I try to find solutions instead of giving up.				
I can handle changes in plans or expectations.				
I keep a positive attitude even when things are hard.				

**Reflection:** Think of a time something didn't go your way. How did you adapt or solve the problem?

<b>Networking and Professionalism</b> "I know how to build positive relationships and act professionally."	<b>This is one of my strengths</b>	<b>I can do this sometimes</b>	<b>I need help with this</b>	<b>I have never practiced this</b>
I introduce myself confidently to new people.				
I ask questions to learn more about someone.				
I behave respectfully in school, work, and community settings.				

**Reflection:** Have you ever met someone who inspired you professionally? What did you learn from them?

## Goal Setting

One skill I want to improve is: \_\_\_\_\_

One thing I can do to improve it is: \_\_\_\_\_

Someone that can help me with this goal is: \_\_\_\_\_