

Essential Soft Skills Determination

Company Name:

Date:

SME Name:

Soft Skill Necessary for Job Title:

Resolve Conflict

Are conflict resolution skills essential to performing the job?

YES

NO

Cooperate with Others

Is cooperation with others, such as with co-workers, supervisors, vendors, etc., essential to performing the job?

YES

NO

Take Responsibility for Learning

Is taking responsibility for learning, such as product knowledge, safety in the workplace, etc. essential to performing the job?

YES

NO

Solve Problems and Make Decisions

Is solving problems and decision making essential to performing the job?

YES

NO

Observe Critically

Is observation in the workplace, such as awareness of work areas requiring PPE's, overhead hazards, etc. essential to performing the job?

YES

NO

Additional Comments:

SME Initials: