

Soft Skills Assessment Form

This **soft skills assessment** form sample helps evaluate essential interpersonal abilities such as communication, teamwork, and problem-solving. It provides a structured format to identify strengths and areas for improvement within a professional environment. Use this template to enhance employee development and optimize team performance.

Instructions: Please rate the employee's proficiency in the following soft skills on a scale of 1 (Needs Improvement) to 5 (Excellent). Provide specific comments or examples where applicable.

Employee Name:

Date:

Soft Skill	Rating (1-5)	Comments/Examples
Communication	<input type="button" value="1 ▾"/>	<input type="text"/>
Teamwork	<input type="button" value="1 ▾"/>	<input type="text"/>
Problem-Solving	<input type="button" value="1 ▾"/>	<input type="text"/>
Adaptability	<input type="button" value="1 ▾"/>	<input type="text"/>
Leadership	<input type="button" value="1 ▾"/>	<input type="text"/>

Summary & Recommendations

Summarize overall strengths and areas for improvement. Provide actionable feedback and recommendations for development.

Submit Assessment