

Soft Skills Assessment Form

This **soft skills assessment** form template 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 | <div>1</div> | <div></div> |
| Teamwork | <div>1</div> | <div></div> |
| Problem-Solving | <div>1</div> | <div></div> |
| Adaptability | <div>1</div> | <div></div> |
| Leadership | <div>1</div> | <div></div> |

Summary & Recommendations

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

Submit Assessment