

Soft Skills Employee Assessment Form

This **soft skills employee assessment form** sample document provides a structured way to evaluate essential interpersonal and communication abilities. It helps managers identify strengths and areas for improvement to enhance team collaboration. Using this form ensures a comprehensive review of employees' non-technical skills crucial for workplace success.

Employee Information

Employee Name	Department	
Position	Date of Assessment	
Manager/Reviewer		

Soft Skills Assessment

Soft Skill	Description	Rating (1-5)	Comments
Communication	Clearly shares information, listens actively, expresses ideas effectively.		
Teamwork	Collaborates with colleagues, supports team goals, respects others' viewpoints.		
Problem-solving	Identifies issues, thinks critically, proposes practical solutions.		
Adaptability	Adjusts to changes, remains flexible, handles ambiguity well.		
Time Management	Organizes tasks, meets deadlines, prioritizes effectively.		
Leadership (if applicable)	Motivates others, provides guidance, leads by example.		

Overall Comments

Strengths

Areas for Improvement

Employee Comments (Optional)

Manager/Reviewer Signature: <hr/>	Date: <hr/>
Employee Signature: <hr/>	Date: <hr/>