



Workforce Readiness Skills (WRS) – Personal Qualities Skills Module (PQS): Employer Feedback

Please check the 8 or so most important skills for this job. Although all of the following skills are important, **the checked competencies are required to qualify as an applicant.**

Check if required	<i>Personal Qualities</i>	Skill
	1 Recognizes a situation of right and wrong and acts accordingly.	Integrity
	2 Recognizes the ethical limits of a situation; confronts those who push those limits. Will refer to higher authority if needed.	Integrity
	3 Tries to keep private life from affecting work.	Responsibility
	4 Takes responsibility when an unusual situation demands special attention.	Responsibility
	5 Recognizes when more information is needed; is willing to ask for help if necessary	Responsibility
	6 Recognizes quality work; ready to go the extra mile to make sure that the job gets done properly.	Responsibility
	7 Responds by helping out when needed, even if it means giving up some personal time.	Responsibility
	8 Makes sure the job is done before leaving; does not leave extra work for next shift.	Responsibility
	9 Stands up for self where appropriate; doesn't get defensive when criticized; accepts and learns from critical feedback.	Self-Esteem
	10 Willing to try new things, learn new skills and ask for help when needed.	Self-Esteem
	11 When things get slow, finds something to do rather than wait to be told what to do.	Self-Management
	12 Asks for help when he/she can't do something, whether it's because of a lack of training or information, or things are just too busy to get everything done.	Self-Management
	13 Is open and honest with coworkers because he/she knows it's easier to work with people when everyone gets along.	Sociability
	14 Spends some time chatting with coworkers, but not too much. Knows the difference between "down time", when it's okay to socialize, and when it's time to concentrate on work and to let others concentrate on their work.	Sociability

