

People Skills Assessment – Test 2

	Completely true 1	Mostly true 2	Somewhat true/false 3	Mostly false 4	Completely false 5
I hate situations in which I am expected to socialize.	☐	☐	☐	☐	☐
I feel uneasy in situations where I am expected to share my emotions.	☐	☐	☐	☐	☐
I adjust my social behaviour according to the situation I am in or the person I am interacting with.	☐	☐	☐	☐	☐
I try to steer conversations away from subjects that might be upsetting to a member of the group.	☐	☐	☐	☐	☐
I don't end a conversation until I feel that I have really grasped what the other person is trying to convey to me.	☐	☐	☐	☐	☐
Looking back at typical conversations, I realize that I talked mostly about myself.	☐	☐	☐	☐	☐

In conversation, I _____ use gestures to emphasize my point.

- ☐ constantly
- ☐ often
- ☐ occasionally
- ☐ rarely
- ☐ never

When I am speaking with someone, I make eye contact.

- ☐ True - I maintain constant eye contact.
- ☐ True - I make eye contact often.
- ☐ True - I make eye contact from time to time.
- ☐ False - I feel uncomfortable making eye contact with others.

When I am wrong, I am not afraid to admit it.

- ☐ Always true
- ☐ Often true
- ☐ Sometimes true
- ☐ Rarely true
- ☐ Never true - admitting a mistake would be a sign of weakness.
- ☐ I am rarely, if ever, wrong.

When someone explains how he/she is feeling, I paraphrase to verify that I understand.

- ☐ Always true
- ☐ Often true
- ☐ Sometimes true
- ☐ Rarely true
- ☐ Never true
- ☐ No, that would be ridiculous!

I am able to control a bad mood when necessary, like when I'm at a social event or a business meeting.

- ☐ Very easily
- ☐ Easily
- ☐ With some difficulty
- ☐ With considerable effort
- ☐ No - if I am in a bad mood, everybody knows it.

If I feel that a friend is making a poor decision I...

- ☐ insist that he/she change his/her mind.
- ☐ tell him/her repeatedly that he/she is making a mistake.
- ☐ tell him/her that I disagree, but reluctantly support his/her choice.
- ☐ will encourage him/her to consider all the options, but will be able to respect his/her choice without being overly critical.
- ☐ let him/her make his/her own mistakes without sharing my opinion.

If someone who is usually even-tempered snaps at me I:

- ☐ Assume that he/she is probably having a bad day.
- ☐ May be hurt initially, but often conclude that it was probably unintentional or a result of being upset about something unrelated to me.
- ☐ Get defensive and snap back.
- ☐ Reconsider my opinion about that person.

If a friend asks me for my honest opinion, I'll tell the truth even if it hurts.

- ☐ Yes, but I am as gentle as possible when the news isn't good.
- ☐ Yes, and I don't bother to sugarcoat the news - the truth may hurt but it needs to be heard.
- ☐ No, I don't want to be the bearer of bad news.
- ☐ No, people don't really want to hear bad news.
- ☐ No, I try to stay out of other people's affairs.

If I receive praise for an achievement that I reached with the help of others,

- ☐ I say thanks and try to spread the credit to others along with myself.
- ☐ I say thanks and modestly leave it at that.
- ☐ I launch into a long discussion about how hard I had worked, what it entailed, and just how difficult it was for me to achieve this accomplishment.

People Skills Assessment – Test 1

	Always 1	Often 2	Sometimes 3	Rarely 4	Never 5
1. When I talk to anyone, I try to put myself in his/her shoes.	☐	☐	☐	☐	☐
2. When I approach someone for conversation, I adjust to his/her level (I sit if he/she is sitting or stand if he/she is standing).	☐	☐	☐	☐	☐
4. People tell me that I behave inappropriately in social situations.	☐	☐	☐	☐	☐
5. I consider how others will be affected by my words and actions.			☐	☐	☐
6. I explain my ideas clearly.			☐	☐	☐
7. During conversations, people tell me that I don't look like I am interested in what they are saying.			☐	☐	☐
8. I find myself snapping at others when I am feeling stressed.			☐	☐	☐

9. My friends/colleagues get annoyed at me for offering unsolicited advice. ☐ ☐ ☐ ☐ ☐
10. I make sure that my closest friends know that they are important to me. ☐ ☐ ☐ ☐ ☐
11. I know all the important information about what is happening in my group of friends. ☐ ☐ ☐ ☐ ☐
12. My facial expressions generally mirror the situation (i.e. at a serious meeting I smile less often than when I am out with friends). ☐ ☐ ☐ ☐ ☐
13. I feel the need to defend myself when I am being criticized. ☐ ☐ ☐ ☐ ☐
14. I tend to withdraw from people. ☐ ☐ ☐ ☐ ☐
15. I accept the people close to me for who they are, flaws and all. ☐ ☐ ☐ ☐ ☐
16. I am at ease with people I don't know. ☐ ☐ ☐ ☐ ☐
17. No matter how busy I am, I will make time for a friend in need. ☐ ☐ ☐ ☐ ☐
18. I am able to forgive transgressions on the part of others if there was no harm intended (e.g. when a friend forgets we have plans or arrives late). ☐ ☐ ☐ ☐ ☐

19. When I am explaining something, I make sure that my listeners are following me.

☐☐☐☐☒

20. I am comfortable dealing with conflict when it arises.

☐☐☐☐☒

21. If I have something relevant to add, it's OK to interrupt what someone else is saying.

☐☐☐☐☒

22. When I'm out with my friends, I dominate the conversation.

☐☐☐☐☐