

Soft Skills Assessment Test

Rate Yourself Honestly & Discover Where You Stand in 2026

From enlightrs.com

How to Use This Self-Rating Checklist

This soft skills assessment test is designed to help you understand where your strengths lie and where you can grow. For each skill below, rate yourself honestly on a scale of 1 to 5:

1 = Never | **2 = Rarely** | **3 = Sometimes** | **4 = Often** | **5 = Always**

There are no right or wrong answers. The goal is self-awareness — the first step toward real growth.

Section 1: Communication Skills						
Skill	What to consider	1	2	3	4	5
Active Listening Do you listen fully without interrupting or planning your reply while others speak?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Clear Communication Can you explain ideas simply and clearly, whether in writing or speaking?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Giving Feedback Do you give honest, constructive feedback without being harsh or vague?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Non-Verbal Awareness Are you aware of your body language, tone, and facial expressions?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Section 2: Emotional Intelligence						
Skill	What to consider	1	2	3	4	5
Self-Awareness Do you recognize your emotions and how they affect your behavior at work?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Empathy Can you understand and consider how others feel before reacting?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Staying Calm Under Pressure Do you manage stress without letting it affect your performance or team?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Conflict Resolution Can you resolve disagreements calmly and find a middle ground?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Section 3: Teamwork & Collaboration						
Skill	What to consider	1	2	3	4	5

Cooperation Do you actively support your teammates and contribute to shared goals?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Reliability Can your team count on you to follow through on what you commit to?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Flexibility Are you open to changing roles or adjusting plans when the situation demands it?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Respecting Differences Do you value diverse perspectives and work well with people unlike you?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5

Section 4: Adaptability & Problem Solving

Skill	What to consider	1	2	3	4	5
Adapting to Change Do you embrace change quickly rather than resisting or avoiding it?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Critical Thinking Can you analyze a situation and think beyond the obvious solution?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Creative Problem Solving Do you bring fresh ideas when the usual approaches are not working?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Decision Making Are you confident making decisions, even when all the information is not available?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5

Section 5: Work Ethic & Self-Management

Skill	What to consider	1	2	3	4	5
Time Management Do you consistently meet deadlines and manage your tasks without being reminded?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Initiative Do you take action without waiting to be told, especially when you see a need?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Accountability Do you take ownership of your mistakes instead of making excuses?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5
Continuous Learning Do you actively seek feedback and look for ways to improve your skills?	1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always	1	2	3	4	5

How to Interpret Your Score

Add up your ratings from all 20 skills. Your total score will fall between 20 and 100.

Score Range	Level	What It Means
20 – 39	Beginner	Your soft skills need focused development. Consider enrolling in a structured soft skills program or training.
40 – 59	Developing	You have a solid foundation. With consistent soft skills training, you can grow quickly in areas that need attention.
60 – 79	Proficient	You demonstrate strong soft skills regularly. Focus on refining specific areas and mentoring others.
80 – 100	Expert	Excellent! Your soft skills are a genuine career asset. Highlight these soft skills on your resume and keep leading by example.

What to Do Next

Now that you have your score, here is how to move forward:

If you scored below 60 — Start with a focused soft skills program or online training to build your weaker areas with structure and guidance.

If you scored 60 to 79 — Pick your 2 or 3 lowest-rated skills and work on them deliberately. Ask a trusted colleague or manager for honest feedback.

If you scored 80 or above — You are in a great place. Think about how to showcase these soft skills for your resume, and look for ways to help develop others around you.

Remember: knowing how to develop soft skills with examples from your own work life is the most powerful thing you can do for your career in 2026. Start small, stay consistent, and the results will follow.