

Communication Assessments: Self Assessment; Manager, Peer, or Direct Report Assessment

Following is a self assessment which rates the frequency of use of certain communication skills. Directly following the self-assessment is an assessment to be completed by your manager, your peers, or your direct reports.

Communication Self Assessment: To be Completed by the Training Participant

Name _____

Instructions: For each item, circle the rating that best represents how often you think you perform the described behavior in interactions with others.

1: seldom 2: occasionally 3: sometimes 4: often 5: consistently n/a not applicable

Behavior	Rating					
1. Listen attentively when others speak.	1	2	3	4	5	n/a
2. Demonstrate that I am interested in what others have to say.	1	2	3	4	5	n/a
3. Show support, approval, or appreciation of others.	1	2	3	4	5	n/a
4. Express a willingness to help others.	1	2	3	4	5	n/a
5. Plan meetings in advance, reserve space, prepare an agenda, and inform participants about the meeting.	1	2	3	4	5	n/a
6. Let others know what I intend to discuss and why before beginning a discussion or asking questions.	1	2	3	4	5	n/a
7. Make sure the other person is in a position to listen before offering information or advice.	1	2	3	4	5	n/a
8. Refrain from making accusatory or personally derogatory statements.	1	2	3	4	5	n/a
9. Deliver clear and concise information.	1	2	3	4	5	n/a
10. Offer helpful expertise.	1	2	3	4	5	n/a
11. Let others know clearly what I expect from them.	1	2	3	4	5	n/a
12. Ask questions only when others are able or willing to respond to them.	1	2	3	4	5	n/a
13. Ask questions to encourage candid responses.	1	2	3	4	5	n/a
14. Summarize the main points covered and confirm commitments in a meeting or an interaction.	1	2	3	4	5	n/a
15. Make sure unresolved issues are not forgotten in a meeting or an interaction.	1	2	3	4	5	n/a

Communication Assessment: To be Completed by a Manager, Peer or Direct Report

Name _____

Instructions: For each item, circle the rating that best represents how often the person named above performs the described behavior.

1: seldom 2: occasionally 3: sometimes 4: often 5: consistently n/a not applicable

Behavior	Rating					
1. Listens attentively when I speak.	1	2	3	4	5	n/a
2. Demonstrates that he or she is really interested in what I have to say.	1	2	3	4	5	n/a
3. Shows support, approval, or appreciation of me.	1	2	3	4	5	n/a
4. Expresses a willingness to help me.	1	2	3	4	5	n/a
5. Plans meetings in advance, reserves space, prepares an agenda, informs participants about the meeting.	1	2	3	4	5	n/a
6. Lets me know what he or she intends to discuss and why before beginning a discussion or asking questions.	1	2	3	4	5	n/a
7. Makes sure I am in a position to listen before offering information or advice.	1	2	3	4	5	n/a
8. Refrains from making accusatory or personally derogatory statements.	1	2	3	4	5	n/a
9. Delivers clear and concise information.	1	2	3	4	5	n/a
10. Offers helpful expertise.	1	2	3	4	5	n/a
11. Lets me know clearly what he or she expects from me.	1	2	3	4	5	n/a
12. Asks questions only when I am able or willing to respond to them.	1	2	3	4	5	n/a
13. Asks questions to encourage candid responses.	1	2	3	4	5	n/a
14. Summarizes the main points covered and confirms commitments in a meeting or an interaction.	1	2	3	4	5	n/a
15. Makes sure unresolved issues are not forgotten in a meeting or an interaction.	1	2	3	4	5	n/a

