

## Employee Skill Survey Questionnaire

### Personal Information

Name:

Position:

Department:

Email:

Phone:

### Soft Skills

Communication:

- a. How comfortable are you with public speaking?
- b. Rate your ability to convey complex ideas clearly (on a scale of 1 to 5).
- c. Describe a situation where effective communication resolved a conflict within a team.

### Teamwork

- a. Rate your ability to collaborate effectively with team members (on a scale of 1 to 5).
- b. Describe a successful team project you were a part of and your role in it.
- c. How do you handle disagreements within a team?

### Leadership

- a. Have you ever led a team or project? If yes, describe your approach.
- b. How do you motivate others to achieve goals?
- c. Rate your ability to delegate tasks effectively (on a scale of 1 to 5).

### Time Management

- a. How do you prioritize tasks when faced with multiple deadlines?
- b. Describe a time when you had to meet a tight deadline. How did you manage?
- c. Rate your ability to stay organized and meet deadlines consistently (on a scale of 1 to 5).

### Adaptability

- a. Describe a situation where you had to adapt to unexpected changes.
- b. How do you handle ambiguity and uncertainty?
- c. Rate your ability to thrive in dynamic environments (on a scale of 1 to 5).

### Hard Skills

#### Technical Proficiency

- a. What programming languages are you proficient in?
- b. Rate your proficiency in using industry-specific software/tools (on a scale of 1 to 5).
- c. Describe a technical project you successfully completed.

#### Data Analysis

- a. Are you comfortable working with spreadsheets and analyzing data?
- b. Describe a time when you used data analysis to drive decision-making.
- c. Rate your ability to interpret and draw insights from data (on a scale of 1 to 5).

#### Project Management

- a. Have you managed projects before? If yes, describe your approach.
- b. How do you ensure projects stay on track and within budget?
- c. Rate your ability to prioritize tasks and manage resources effectively (on a scale of 1 to 5).

#### Writing Skills

- a. Describe your experience with writing reports or documentation.
- b. Rate your ability to communicate ideas effectively through writing (on a scale of 1 to 5).
- c. Provide a writing sample or link to your portfolio (if applicable).

### Sales and Marketing

- a. Have you worked in sales or marketing roles before?
- b. Describe a successful marketing campaign you were involved in.
- c. Rate your ability to identify and capitalize on market opportunities (on a scale of 1 to 5).

### Additional Questions

Are there any specific skills or experiences you believe are relevant to this role?

Is there anything else you would like us to know about your skills or qualifications?