### Worksheet 2

External Assessment

1 = does not apply at all; 5 = applies completely

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Communication Skills | 1 | 2 | 3 | 4 | 5 |
| ... approaches others openly and friendly |  |  |  |  |  |
| ... adheres to conversation rules |  |  |  |  |  |
| ... listens to others and lets them finish |  |  |  |  |  |
| Cooperation Skills |  |  |  |  |  |
| ... helps others |  |  |  |  |  |
| ... accepts help from others |  |  |  |  |  |
| ... follows instructions |  |  |  |  |  |
| Conflict Management Skills |  |  |  |  |  |
| ... adjusts their behavior if it is inappropriate |  |  |  |  |  |
| ... seeks solutions in conflict situations with others |  |  |  |  |  |
| ... communicates their boundaries clearly |  |  |  |  |  |
| Reliability |  |  |  |  |  |
| ... is punctual |  |  |  |  |  |
| ... keeps agreements and rules |  |  |  |  |  |
| ... cancels an appointment in advance if unable to keep it |  |  |  |  |  |
| Thoroughness |  |  |  |  |  |
| ... works independently |  |  |  |  |  |
| ... works with concentration |  |  |  |  |  |
| ... completes tasks within the given time frame |  |  |  |  |  |
| ... handles borrowed material with care |  |  |  |  |  |
| Ability to Handle Criticism |  |  |  |  |  |
| ... presents criticism objectively and with justification |  |  |  |  |  |
| ... shows patience and tolerance towards others' mistakes |  |  |  |  |  |
| ... accepts feedback calmly |  |  |  |  |  |
| ... approaches others openly and friendly |  |  |  |  |  |
| ... adheres to conversation rules |  |  |  |  |  |
| ... listens to others and lets them finish |  |  |  |  |  |