

PERSONAL QUALITIES CHECKLIST

Accurate	Deliberate	Independent	Persistent	Sharp-witted
Achievement-Oriented	Dependable	Industrious	Pleasant	Sincere
Adaptable	Detailed	Ingenious	Poised	Sociable
Adept	Determined	Innovative	Polite	Spontaneous
Alert	Diligent	Inquisitive	Positive	Stable
Ambitious	Disciplined	Insightful	Practical	Steady
Analytical	Discreet	Intelligent	Precise	Strong
Articulate	Discriminating	Intuitive	Pride in doing a good job	Successful
Artistic	Dynamic	Inventive	Problem solver	Supportive
Assertive	Eager	Kind	Productive	Tactful
Astute	Easy going	Knowledgeable	Professional	Takes initiative
Aware	Economical	Leader	Progressive	Teachable
Bold	Effective	Learn quickly	Proud	Team player
Businesslike	Efficient	Likeable	Punctual	Thinks quickly
Calm	Energetic	Listener, good	Quick	Thoughtful
Capable	Enterprising	Logical	Quiet	Thorough
Careful	Enthusiastic	Loyal	Realistic	Thrifty
Cautious	Experienced	Mature	Reasonable	Tidy
Challenge, likes	Expert	Meets deadlines	Reflective	Tolerant
Character, good	Fair-minded	Methodical	Relaxed	Tough
Cheerful	Firm	Motivated	Reliable	Trusting
Clear-thinking	Flexible	Neat	Reserved	Trustworthy
Competent	Focused	Objective	Resourceful	Understanding
Competitive	Friendly	Obliging	Responsible	Unexcitable
Confident	Future-oriented	Open-minded	Risk-taking	Unusual
Conscientious	Get along	Optimistic	Self-management	Verbal
Conservative	Good judgment	Organized	Self-reliant	Versatile
Considerate	Good – natured	Original	Sense of humor	Vigorous
Consistent	Hard worker	Outgoing	Sensible	Visionary
Constructive	Healthy	Outstanding	Sensitive	Warm
Cooperative	Helpful	Patient	Serious	Well-organized
Creative	High Energy	Peaceable		Willing to learn
Curious	Honest	Penetrating		Wise
Decisive	Humorous	Perceptive		
Dedicated	Imaginative	Perfection, seeking		
	Impulsive	Persevering		