

# Listening Skills: Self-Assessment

To evaluate your listening skills, answer the questions below. Your response will not be shared with anyone unless you choose to share it. Be as objective as possible.

#		Almost Always	Usually	Seldom	Never
1	Do you let people finish what they are trying to say before you speak?	4	3	2	1
2	If the person hesitates, do you try to encourage him/her rather than starting to reply?	4	3	2	1
3	Can you listen fully even though you think you know what he/she is about to say?	4	3	2	1
4	Can you listen non-judgmentally even if you don't like or disagree with the person whose talking?	4	3	2	1
5	Do you stop what you're doing and give full attention when listening?	4	3	2	1
6	Do you give the person appropriate eye contact, head nod, and non-verbals to indicate that you're listening?	4	3	2	1
7	Do you listen fully regardless of the speaker's manner of speaking?	4	3	2	1
8	Do you question the person to clarify his/her ideas more fully?	4	3	2	1

Add up the circled numbers to get your score and see how you're doing.

**SCORE**

## Self-Assessment Scoring

Range	Explanation
<b>29-32</b>	Outstanding; truly attentive, trying to listen. Probably have the reputation of being a good listener.
<b>24-28</b>	Very good; with some effort, you could move into the upper range. Probably need more effort put into attention and judgment evaluation.
<b>19-23</b>	Need some work. Identify your lowest self-ratings and ask why you see yourself that way. Does it interfere with your job? What would the payoff be if you could improve?
<b>18 or below</b>	Most of all, ask yourself; was I really serious about this assessment? If you were, then examine your behavior. How are your communications with others? How could it improve/what would you gain if you could answer each question more positively?