



# Bright-Minded Soft Skills Questionnaire

You will find this Inventory as a link into your Company Account.

This should be completed by:

- the HR person who is responsible with the recruiting process
- the Hiring Manager who is responsible for the technical aspects

Either they complete together, either separately, and if significant differences appear, then they will re-discuss and agree on those aspects. It supports a better understanding of the job soft skills needs/behavioral needs (how the employee has to act to perform on the job).

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## Soft Skills Questionnaire\_company

Job description – BEHAVIORAL SKILLS REQUIRED

RESPONDENT: HR / Hiring Manager / Team members

### INSTRUCTIONS:

Please complete each line&column with the score that you consider appropriate. Always respond to "How important this statement/behavior is for achieving performance in the job?"

There is no time limit. Note the first answer that comes into your mind.

### SCORE:

- 1 - Not Important
- 2 - Less Important / Relatively unimportant
- 3 - Useful
- 4 - Important
- 5 - Very Important

\* Required

It supports a better understanding of the job's soft skills needs (how the employee has to act to perform on the job).