

# Personal qualities

At job interviews, candidates are assessed on their suitability for the job they are applying for. In addition to their qualifications and experience, interviewers have to look at the other qualities that make a candidate suitable for a job or not.

The same qualities are also considered when staff receive appraisals and assessments.

Use the nouns and adjectives in the box to complete the sentences. One word can be used twice. The first one has been done for you.

abrasive • ambition • conceited • confidence • confrontational • critical  
 decisive • impulsive • industrious • judgement • motivation • obstinate • ~~popular~~  
 practical • professional • punctual • rapport • relationship • reliable • reserved  
 sensible • sensitive • selfish • sociable • willing

1. She's very popular : everybody likes her, and enjoys working with her.
2. She isn't very good at making decisions. She's not very \_\_\_\_\_.
3. He works well with everyone: he has excellent \_\_\_\_\_ with his colleagues.
4. He always arrives on time. He's very \_\_\_\_\_.
5. He's always \_\_\_\_\_ to cover for others when they need to take time off.
6. If you ask her to do something, you know she will do it because she's so \_\_\_\_\_.
7. She's always pointing out people's faults. She's so \_\_\_\_\_.
8. He quite \_\_\_\_\_, and gets upset when people point out his faults.
9. She's very \_\_\_\_\_ to the needs of others, and will always help people if they have problems.
10. She deals with problems well and makes good decisions, and in that respect she's very \_\_\_\_\_.
11. He shows excellent \_\_\_\_\_ when making difficult decisions.
12. She seems to be rather \_\_\_\_\_ and doesn't mix well with other members of staff.
13. His main problem is that he is extremely \_\_\_\_\_, and rarely thinks carefully before making important decisions.
14. He's extremely \_\_\_\_\_, and almost never takes others' advice.
15. He never shares information, and never helps others. I think he's basically \_\_\_\_\_.
16. She's a very \_\_\_\_\_ worker, and really enjoys spending time with her colleagues both inside and outside the office.
17. He's very \_\_\_\_\_, and always works steadily and hard.
18. He has a very \_\_\_\_\_ approach; he's clearly well-trained and good at his work, and always does a good job.
19. She's rather \_\_\_\_\_: she thinks she's much better than everybody else.
20. He clearly has \_\_\_\_\_, and is keen to move up the company ladder.
21. I think he lacks sufficient \_\_\_\_\_; he doesn't seem very keen, and always has to be told what to do.
22. She's always arguing with everyone. She has a very poor \_\_\_\_\_ with her colleagues.
23. One of his main problems is that he lacks \_\_\_\_\_: he always seems worried and nervous, and always has to check that he's doing the right thing.
24. He has a very \_\_\_\_\_ manner when you speak to him, and as a result people don't go to him with their problems.
25. People complain that he's very \_\_\_\_\_, and is always starting arguments or making people angry.