

How Well Do You Listen? Rate Yourself Using This Assessment

Want a better read on how well you listen? Rate yourself using this assessment to find out. To get a wider perspective, give copies of this assessment to co-workers, friends, family, and certain client to learn their opinions of your listening practices.

To complete the assessment, rate the person being evaluated based on the following scale:

1 = Never, 2 = Rarely, 3 = Sometimes, 4 = Often, 5 = Always

PERSON BEING EVALUATED _____

1 = Never, 2 = Rarely, 3 = Sometimes, 4 = Often, 5 = Always	1	2	3	4	5
1. Gives the impression that he or she is fully listening.					
2. Makes the speaker feel as if he or she is the center of the conversation.					
3. Gives the speaker plenty of time to talk.					
4. Refrains from interrupting the speaker.					
5. Looks at the speaker with encouraging eye contact.					
6. Does not fidget with objects otherwise act distracted.					
7. Helps keep the speaker on track with paraphrasing.					
8. Probes for deeper understanding.					
9. Does not finish the speaker's sentences.					
10. Conveys an attitude of openness and sincerity.					
11. Puts the speaker at ease, encouraging deeper discussion.					
12. Asks questions that open up the discussion.					
13. Asks questions to direct more discussion to a particular point, when helpful.					
14. Asks questions to draw out emotion as much as fact.					
15. Does not insert humorous remarks when the speaker is serious.					
16. Refrains from "sneaking a peek" at his or her watch.					
17. Smiles at the speaker and leans forward to convey interest.					
18. Does not give the impression of "listening just for show".					
19. Creates an atmosphere of trust and connection through listening.					
20. Demonstrates empathy through listening.					

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