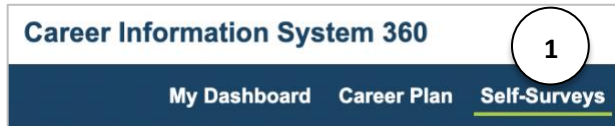


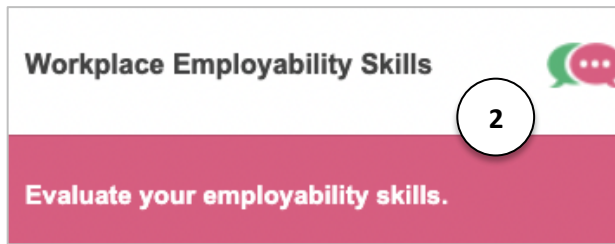


Workplace Employability Skills

The Workplace Employability Skills Self-Survey can help you evaluate your employability skills. Employability skills are things like professionalism, collaboration, and ethical practices. These are skills that employers look for when hiring.

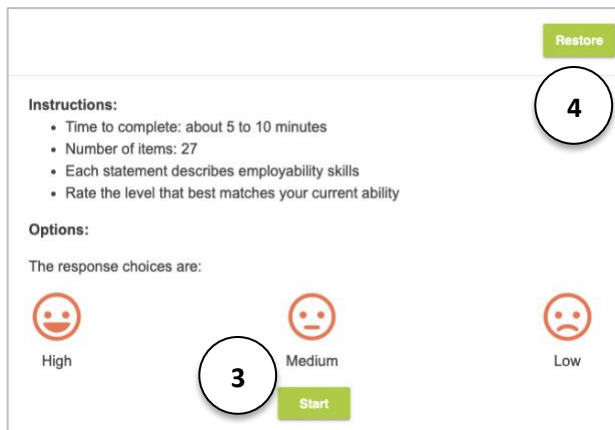


1. Access Workplace Employability Skills through the **Self-Survey** tab.



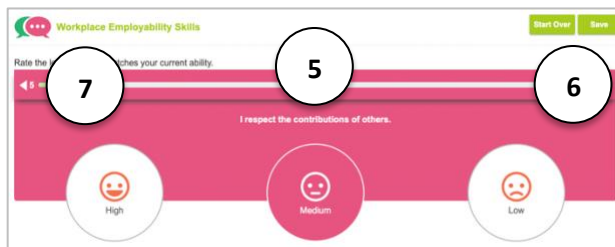
2. Select **Workplace Employability Skills**.

3. Select **Start** to begin the self-survey.



4. Select **Restore** to see results from a previously taken self-survey.

5. Use the facial expressions to rate how much each statement matches your current ability.



6. **Start Over** or **Save** your self-survey.

7. Use the **back button** to return to a previous question.



Workplace Employability Skills



8. Results display your **Top 2 Employability Skills**.

9. Review your ranking of **Proficient, Knowledgeable, or Needs Improvement** for the nine employability skills.

10. **Start Over, Save** your self-survey results with a note to your dashboard, or **Export PDF** for a report of your results.

11. Explore your score and what each employability skill means by selecting a tile.

