

**Purpose:** Measure workplace skills that are demonstrated at a worksite during a work-based learning experience.

### Topics Covered:

Workplace skills that are required for college and career success:

- Computer/Digital Literacy
- Attendance & Dependability
- Self-Presentation
- Communication Skills
- Independence and Initiative
- Teamwork
- Positive Attitude
- Problem Solving/Critical Thinking
- Work Ethic
- Quality of Work

### What to Expect:






- Your supervisor observes your skills in the workplace and completes the evaluation.
- You receive graded results through your Illinois workNet account.
- The results include skill level definitions.
- Successful completion = scoring 7 out of 10 foundation skills with a rating of “Needs Development” or higher.

### Benefits:



Use the results to help you reach your goals.

- See which skills need to be improved. Work on building those skills.
- Identify your strong skills. Market those skills.

Steps:	Find It Here: <a href="http://www2.illinoisworknet.com">www2.illinoisworknet.com</a>
1. See if your work-based learning provider uses this evaluation. This is free for all Illinois workNet partners. They can learn more about the evaluation through <a href="http://www.illinoisworknet.com/assessments">www.illinoisworknet.com/assessments</a> .	
2. Once your supervisor completes the assessment, you can view the results through your My Dashboard (My assessments).	 My Dashboard
3. Discuss the results with your supervisor or career advisor and identify skills where you excel and skills that need some improvement. Make sure you understand what changes are needed to improve your skills. Use the <a href="#">Job Skill Guide</a> to learn more about the skills employers want.	 Qualify for Jobs
4. Include your strong skills in your resume and portfolio. <ol style="list-style-type: none"> <li>a. Use the resume builder Skills Assessments as a tool to brainstorm examples. Store your examples in one place. You can share the list with your career advisor using the share icon.</li> <li>b. Use those examples to put together a resume draft or update your resume and portfolio.</li> <li>c. Look at <a href="#">Prepare Your Resume</a> and <a href="#">Marketing Your Skills</a> for tips.</li> </ol>	 Qualify for Jobs
5. Use your strong skills to write an essay to apply for scholarships or an internship. See <a href="#">Planning and Financing Training</a> to learn more about financial aid and scholarships.	 Training & Credentials
6. Use your strong skills to put together responses to interview questions. See <a href="#">Employment and Hiring Planning</a> articles for tips.	 Job Openings & Recruiting

<b>Self-Evaluation Definitions of Categories.</b>			
<b>Computer Literacy</b> - I can operate a computer, search the internet, send/receive emails, and use computer software.			
<i>Not Really</i>	<i>A Little / Some</i>	<i>I think so / Most of the time</i>	<i>Yes. to all / Almost Always</i>
I have a basic knowledge of computers, internet and emails, but I am not good at it.	I can operate a computer, connect to the internet, use search engines, and send/receive emails. I know how to use software to write a letter.	I can operate a computer, connect to the internet, use search engines, and send/receive emails. I can use software to write a letter and/or use a spreadsheet.	I can operate a computer, connect to the internet, use search engines, and send/receive emails. I can use software to write a letter, use a spreadsheet or create a presentation. I am often able to assist others.
<b>Attendance &amp; Dependability</b> – I have good attendance at school/work. I am on-time. I meet assignment deadlines.			
<i>Not Really</i>	<i>A Little / Some</i>	<i>I think so / Most of the time</i>	<i>Yes, to all / Almost Always</i>
I miss 3 or more days per month of school/work. I do not always notify the right person when I am going to miss school/work. I often get to school/work late. I do not finish assignments on time.	I miss 1-3 days per month of school/work, but I always find out how I can make up assignments or work. I sometimes get to school/work late, but I meet most assignment deadlines.	I rarely miss one day of school/work or am tardy, but I always notify the right person before my day is supposed to begin. I always try to meet assignment deadlines.	I have nearly perfect on-time attendance at school/work. Assignments are completed on-time.
<b>Self-Presentation</b> – I take pride in my personal hygiene. I know how to dress according to school/work guidelines.			
<i>Not Really</i>	<i>A Little / Some</i>	<i>I think so / Most of the time</i>	<i>Yes, to all / Almost Always</i>
I am not sure how to dress the right way for work. My hygiene could improve.	I think I have a good idea of how to dress the right way for work but might need help. My hygiene is acceptable.	I feel confident that I understand the right way to dress for work. My hygiene is good.	I take pride in being well-groomed, practice good personal hygiene and know the right way to dress for work.
<b>Communication skills</b> – I listen to others and consider their opinions & viewpoints. I speak clearly. I understand and follow directions.			
<i>Not Really</i>	<i>A Little / Some</i>	<i>I think so / Most of the time</i>	<i>Yes, to all / Almost Always</i>
I have had a hard time following direction. I do not always listen to other people's opinions & viewpoints. Other people have a hard time understanding me. I often use improper language or slang.	I know how to follow directions. I do not always listen to other people's opinions & viewpoints. Other people usually understand me.	I listen well. Other people understand me at school/work. I follow directions.	I listen well and speak clearly. I follow directions and can assist others. I can give a presentation if asked.
<b>Independence and Initiative</b> – I try to go above and beyond on school/work goals. I look for extra tasks when mine are complete.			
<i>Not Really</i>	<i>A Little / Some</i>	<i>I think so / Most of the time</i>	<i>Yes, to all / Almost Always</i>
I have a hard time getting my school/work tasks done. If I finish what I am doing, I wait for someone to tell me what to do next.	I get most of my school/work tasks done and only need a few reminders of what to do next.	I get my school/work tasks done. I have some regular tasks that I do without being asked. I will ask if there is something that needs to be done.	I always complete my school/work tasks and if I finish early, I ask what else needs to be done. I am sometimes asked to lead my classmates/co-workers.

<b>Teamwork</b> – I work well with others. I ask questions of my work group. I try to help the group work smoothly.			
<b>Not Really</b>	<b>A Little / Some</b>	<b>I think so / Most of the time</b>	<b>Yes, to all / Almost Always</b>
I have a hard time working in a group.	Sometimes I help get things done by working with a group of people.	I am respectful of others and contribute to group projects.	I am great with groups. I am usually the leader and try to make everything work.
<b>Positive attitude</b> – My school/work attitude is positive. I am polite with others around me. I am flexible to change.			
<b>Not Really</b>	<b>A Little / Some</b>	<b>I think so / Most of the time</b>	<b>Yes, to all / Almost Always</b>
I have had a hard time keeping a positive attitude when I work with other people. I have a hard time keeping my emotions under control at school/work.	I can work with other people, but I have a hard time being flexible with task changing. I usually keep my emotions under control at school/work.	I work well with others and I like to receive feedback on how I can improve my work. I can keep my emotions under control at school/work.	I work well with others and I like to receive feedback on how I can improve my work. I am flexible and easily adapt to change. I keep my emotions under control at school/work.
<b>Problem solving &amp; critical thinking</b> – I make good decisions. I can solve problems.			
<b>Not Really</b>	<b>A Little / Some</b>	<b>I think so / Most of the time</b>	<b>Yes, to all / Almost Always</b>
I have had a hard time keeping a positive attitude when I work with other people. I have a hard time keeping my emotions under control at school/work.	I can work with other people, but I have a hard time being flexible with task changing. I usually keep my emotions under control at school/work.	I work well with others and I like to receive feedback on how I can improve my work. I can keep my emotions under control at school/work.	I work well with others and I like to receive feedback on how I can improve my work. I am flexible and easily adapt to change. I keep my emotions under control at school/work.
<b>Work ethic</b> – I treat other people and property with honesty, fairness, and respect. I accept responsibility for my decisions and actions.			
<b>Not Really</b>	<b>A Little / Some</b>	<b>I think so / Most of the time</b>	<b>Yes, to all / Almost Always</b>
I have had trouble getting along with other students/co-workers. I have also had trouble following the rules set by teachers/supervisors.	I mostly get along with other students/co-workers. I mostly follow the rules set by teachers/supervisors.	I get along with students/co-workers and teachers/supervisors. I regularly accept responsibility for my decisions and actions.	I almost always treat others with honesty, fairness, and respect. I almost always accept responsibility for my actions.
<b>Quality of work</b> – I know my school/company goals. I work toward the goals by reviewing my work and using feedback I receive.			
<b>Not Really</b>	<b>A Little / Some</b>	<b>I think so / Most of the time</b>	<b>Yes, to all / Almost Always</b>
I have a hard time completing tasks to meet expectations of teachers/supervisors. I do not know the big picture goals of school/work.	I sometimes ask for feedback on my tasks before turning in finished products to teachers/supervisors. I think I understand the big picture goals of school/work.	I usually ask for feedback before turning in finished products to teachers/supervisors. I know the big picture goals of school/work.	I ask for direction and clarify before beginning a task. I always try to give my best effort to a project. I usually exceed teacher/supervisor expectations and understand the big picture goals of school/work.

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