

## Essential Employability Skills Self-Evaluation

Please tell us how you feel your skills are related to the following:

CATEGORY	RATE YOUR SKILLS			
	<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>
<b>COMPUTER LITERACY</b> – I can operate a computer, surf the internet, send/receive emails, and use computer software				
<b>ATTENDANCE &amp; DEPENDABILITY</b> – I have good attendance at school/work. I am on-time. I meet assignment deadlines.				
<b>SELF-PRESENTATION</b> – I take pride in being well-groomed. I know the right way to dress for work.				
<b>COMMUNICATION SKILLS</b> – I listen to others and consider their opinions. I speak clearly. I understand and follow directions.				
<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.				
<b>TEAMWORK</b> – I work well with others. I ask questions of my work group. I try to help the group work smoothly.				
<b>POSITIVE ATTITUDE</b> – My school/work attitude is positive. I am polite with others around me. I am flexible to change.				
<b>PROBLEM SOLVING &amp; CRITICAL THINKING</b> – I make good decisions. I can solve problems.				
<b>WORK ETHIC</b> – I treat other people and property with honesty, fairness, and respect. I accept responsibility for my decisions and 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.				

Definitions

Category	Not Really	A Little / Sometimes	I think so / Most of the time	Yes to all / Almost Always
<b>Computer Literacy</b> <ul style="list-style-type: none"> <li>• Computer operation</li> <li>• Surf the internet</li> <li>• Email</li> <li>• Use computer software</li> </ul>	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> <ul style="list-style-type: none"> <li>• Not absent from school or work</li> <li>• Calls the correct person if you are going to be absent.</li> <li>• Shows up on time and ready to work</li> <li>• Finishes job or school assignments, and turns assignments in on time</li> </ul>	I miss 3 or more days per month of school/work. I do not always call 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 call 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> <ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Dress appropriately</li> </ul>	I am not sure how to dress the right way for work.	I think I have a good idea of how to dress the right way for work but might need help.	I feel confident that I understand the right way to dress for work.	I take pride in being well-groomed and know the right way to dress for work.
<b>Communication Skills</b> <i>Active listening</i> <ul style="list-style-type: none"> <li>• Listen to and consider other people's opinions</li> <li>• Communicate facts to/from supervisors</li> </ul> <i>Clear communication</i> <ul style="list-style-type: none"> <li>• Follows directions</li> <li>• Is open to correction</li> <li>• Understands written material</li> <li>• Can explain to or teach others</li> </ul>	I have had a hard time following direction. I do not always listen to other people's opinions. 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. 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 &amp; Initiative</b> <ul style="list-style-type: none"> <li>• Look for extra assignments or work to do</li> <li>• Try to go above and beyond</li> <li>• Know and work toward school/work goals</li> <li>• Keep working when there is nothing to stop me</li> </ul>	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>Effective and Cooperative Work</i> <ul style="list-style-type: none"> <li>• Work well with others</li> <li>• Asks questions to do the work right</li> <li>• Deal with conflicts/differences to work smoothly</li> </ul>	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>	I have had a hard time keeping a positive attitude when I work with	I can work with other people, but I have a hard time being flexible with	I work well with others and I like to receive feedback on how I can	I work well with others and I like to receive feedback on how I can

<ul style="list-style-type: none"> <li>● My school/work attitude is positive, and I am ready to learn or do my job</li> <li>● Cooperative and polite with clients, coworkers, and supervisors</li> <li>● Keep emotions under control at school/work</li> <li>● Can adapt and be flexible to change</li> <li>● Takes direction and feedback willingly</li> </ul>	<p>other people. I have a hard time keeping my emotions under control at school/work.</p>	<p>task changing. I usually keep my emotions under control at school/work.</p>	<p>improve my work. I can keep my emotions under control at school/work.</p>	<p>improve my work. I am flexible and easily adapt to change. I keep my emotions under control at school/work.</p>
<p><b>Problem Solving &amp; Critical Thinking</b></p> <ul style="list-style-type: none"> <li>● Makes good decisions</li> <li>● Can solve problems</li> </ul>	<p>I have a hard time making good decisions or solving a problem I am facing.</p>	<p>I can make good decisions, but I have a hard time solving school/work related problems.</p>	<p>I will find help to solve school/work problems, so that I can make good decisions.</p>	<p>I always try to use logic and reasoning to solve school/work problems and make sound decisions.</p>
<p><b>Work Ethic</b></p> <ul style="list-style-type: none"> <li>● Treats others with honesty, fairness, and respect</li> <li>● I value my school/work time and property</li> <li>● Accepts responsibility for my decisions and actions</li> </ul>	<p>I have had trouble getting along with other students/co-workers. I have also had trouble following the rules set by teachers/supervisors.</p>	<p>I mostly get along with other students/co-workers. I mostly follow the rules set by teachers/supervisors.</p>	<p>I get along with students/co-workers and teachers/supervisors. I regularly accept responsibility for my decisions and actions.</p>	<p>I almost always treat others with honesty, fairness, and respect. I almost always accept responsibility for my actions.</p>
<p><b>Quality of Work</b></p> <ul style="list-style-type: none"> <li>● Reviews work before submitting it</li> <li>● Uses feedback to improve work</li> <li>● Knows and works toward the big picture goals of school/work</li> </ul>	<p>I have a hard time completing tasks to meet expectations of teachers/supervisors. I do not know the big picture goals of school/work.</p>	<p>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.</p>	<p>I usually ask for feedback before turning in finished products to teachers/supervisors. I know the big picture goals of school/work.</p>	<p>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.</p>