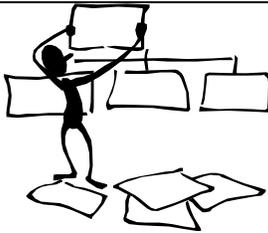


# Employability Skills Self-Assessment

For jobs in today's "information age," you'll need to develop the skills that are valued by organizations that are dealing with a flood of information. Organizations have to change rapidly in response new information, and they face new issues on a daily basis..

Complete the checklists below to help you evaluate what skills you have now, and what skills you need to work on in order to find career success. Check the activities in each category below that are easy for you. If the activity is difficult, or if you have no experience with the activity, leave it blank.



## ADAPT

These things are easy for me:

- I can find something else to do if someone doesn't show up as planned,
- I adjust my language to match the language being used by the larger group.
- I am open to new ideas and techniques.
- I pay attention to others' comments and actions and adjust my own in response.
- I change my mind in light of new information.

Total for "Adapt"



## INNOVATE

These things are easy for me:

- I can find new solutions to old problems.
- I often fix things using unconventional means.
- I can brainstorm new ways to use tools and technology.
- I have ideas to improve almost everything I use.
- I use my imagination.

Total for "Innovate"



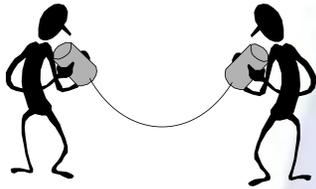
## COLLABORATE

These things are easy for me:

- I can work effectively on a team.
- I bring people together and help everyone agree on a course of action.
- I can motivate others.
- I respect people who are different than me, and consider their perspectives.
- I recognize the strengths of others.

Total for "Collaborate"





### COMMUNICATE

These things are easy for me:

- I can listen to others without the urge to interrupt.
- I use words, gestures, and body language to get my point across.
- I am able to write - school papers, social media posts, texts - to effectively communicate with others.
- I read for fun, but also to learn new things.
- I take advantage of technology (mobile phones, apps,, etc.) to improve my ability to communicate.

Total for "Communicate"



### SOLVE PROBLEMS

These things are easy for me:

- I can analyze a problem to determine the causes.
- I can recognize the effects of a problem.
- I can describe the important aspects of a problem to others.
- I can figure out several possible solutions to a problem.
- I can define what steps to take in order to solve a problem.

Total for "Solve Problems"

The things that you've marked as "easy" for you indicate that you are developing the associated skill. For each category, if you marked -

<b>4-5 Activities</b>	You are <b>well on your way</b> to having this employability skill, but should continue to practice the skill and demonstrate it in ways that others will your competency.
<b>2-3 Activities</b>	You are <b>still learning</b> the skill. Get help from your teachers and your parents in order to improve.
<b>0-1 Activities</b>	You probably need to learn more about how this skill can help you be successful. It might be helpful to get advice about specific activities you can try in order to build this skill.