**Work & Employability Skills Name:**

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| --- | --- | --- | --- |
| Skills | Always | Sometimes | Never |
| Is your personal appearance neat? |  |  |  |
| Are you conscious of appropriate dress? |  |  |  |
| Are you neat & orderly in your work? |  |  |  |
| Do you get to school on time? |  |  |  |
| Do you feel responsible for jobs assigned to you? |  |  |  |
| Do you seek to perform jobs assigned to you to the best of your ability? |  |  |  |
| Do you follow directions willingly? |  |  |  |
| Can you work without constant supervision? |  |  |  |
| Are you friendly to others both colleagues as well as new people you meet? |  |  |  |
| Do you complete jobs which you start? |  |  |  |
| Are you willing to learn new skills? |  |  |  |
| Can you continue to work without becoming bored or discontented? |  |  |  |
| Can you stand pressure? |  |  |  |
| Are you usually calm & relaxed? |  |  |  |
| Do you respect fellow students & staff? |  |  |  |
| Can you cooperate with others? |  |  |  |
| If you don’t understand instructions, are you willing to ask for more details? |  |  |  |
| Can you give understandable instructions to other? |  |  |  |
| Are you willing to work overtime? |  |  |  |
| Can you learn more difficult jobs? |  |  |  |
| Are you a self-starter? |  |  |  |
| Are you dependable? |  |  |  |
| Are you good at not letting personal problems affect your job? |  |  |  |
| Can you accept praise? |  |  |  |
| Can you accept criticism? |  |  |  |

1. Choose one of the skills above that you “Always” do or are really good at. Write a brief statement about why and give an example.
2. Choose one of the skills above that you “Sometimes” or “Never” do. Discuss why and how you can improve upon that.