

Employability Skills Survey

STUDENT NAME _____ DATE _____

This Employability Skills Survey lists the skills and talents that employers value. You will build these skills in school. Read the list and assess where you are now. Mark each box that best describes your level of skill. Note your best skills and those skills you need to improve at the bottom of the survey. Also note how you might build those skills that you need to improve.

(1=needs work; 2=can do OK; 3=pretty good at this; 4=very able)

BASIC SKILLS				
<i>You can read, write, speak and listen well. You know your arithmetic.</i>				
	1 Needs Work	2 Can Do Ok	3 Pretty Good at This	4 Very Able
Speak	<input type="checkbox"/> Speak clearly so others can hear. Respect others with my words.	<input type="checkbox"/> Speak clearly and use words that are right for the time and place.	<input type="checkbox"/> Discuss complex ideas in an organized and brief way.	<input type="checkbox"/> Present to a group and use well-organized format, the right words and clear speech.
Listen	<input type="checkbox"/> Develop listening skills; working to make eye contact and make sure others understand me.	<input type="checkbox"/> Listen carefully; make eye contact; repeat instructions to make sure that I understand.	<input type="checkbox"/> Listen carefully and show that I understand by answering questions well.	<input type="checkbox"/> Keep complex information in my mind over time and apply it to my studies.
Read	<input type="checkbox"/> Read written directions and school materials with assistance.	<input type="checkbox"/> Read written directions and school materials on my own.	<input type="checkbox"/> Read and understand written materials, and science and technical material on my own; ask questions where appropriate.	<input type="checkbox"/> Read difficult materials and do the tasks that go with it on my own.
Write	<input type="checkbox"/> Learning to write clearly with correct grammar.	<input type="checkbox"/> Write information in a clear, logical, legible and correct manner.	<input type="checkbox"/> Write clearly using course related terms.	<input type="checkbox"/> Write and develop term papers, newsletters and other important papers.
Math	<input type="checkbox"/> Able to perform basic math with help.	<input type="checkbox"/> Able to perform basic math on my own.	<input type="checkbox"/> Interpret and apply math and use tables, graphs, diagrams, and charts as needed.	<input type="checkbox"/> Present math explanations using tables, graphs, diagrams, or charts.

¹ SCANS is an acronym for the Secretary's Commission on Achieving Necessary Skills, which created The SCANS Report for America 2000, issued by the U.S. Department of Labor, April 1992. The report defines a set of skills and competencies necessary for success in the work-place. Survey created from a New Ways to Work Survey created for Kansas City School. Revised with permission of Steve Trippe, director, 2014.

Employability Skills Survey

THINKING SKILLS

You can think creatively. You can make decisions and solve problems. You know how to learn.

	1 Needs Work	2 Can Do OK	3 Pretty Good at This	4 Very Able
Combine Ideas or Information in New Ways	<input type="checkbox"/> Put thoughts together with help from teacher.	<input type="checkbox"/> Put thoughts together with help from teacher only once in a while.	<input type="checkbox"/> Put thoughts together on my own.	<input type="checkbox"/> Make judgments about ideas. Think about abstract ideas.
Make Decisions	<input type="checkbox"/> Make decisions with help from a teacher.	<input type="checkbox"/> Make decisions with help from teacher sometimes.	<input type="checkbox"/> Make decisions on my own.	<input type="checkbox"/> Make multiple decisions, weigh risks and benefits.
Identify and Solve Problems	<input type="checkbox"/> Identify problems with help from a teacher.	<input type="checkbox"/> Identify and solve problems on my own.	<input type="checkbox"/> Explore cause of problems and options with others when solving problems.	<input type="checkbox"/> Be a leader when finding creative solutions and system changes.

FOUNDATION SKILL: Personal Qualities

You can take personal responsibility. You think highly of yourself. You are also honest.

	1 Needs Work	2 Can Do OK	3 Pretty Good at This	4 Very Able
Attendance and Appearance	<input type="checkbox"/> Have good attendance, be on time and dress the appropriate way with some help.	<input type="checkbox"/> Have very good attendance and appearance without help from others. Be on time.	<input type="checkbox"/> Have excellent attendance and dress; attend school events.	<input type="checkbox"/> Represent my school at meetings and school events. Have excellent attendance and dress.
Manage Myself	<input type="checkbox"/> Complete tasks and projects assigned by teacher with help.	<input type="checkbox"/> Complete tasks and projects assigned by teacher.	<input type="checkbox"/> Start and complete projects on my own.	<input type="checkbox"/> Deliver high-quality school work when due.
Accept Direction and Criticism	<input type="checkbox"/> Learning to accept directions.	<input type="checkbox"/> Accept direction with a positive attitude.	<input type="checkbox"/> Accept criticism with a positive attitude.	<input type="checkbox"/> Accept and apply criticism to improve my work.
Honest and Trustworthy	<input type="checkbox"/> Keep private information to myself with help.	<input type="checkbox"/> Keep private information to myself without help.	<input type="checkbox"/> Can be trusted. Show honesty and understand why certain information must be kept private.	<input type="checkbox"/> Model good decisions about private information and with respect to others.

Employability Skills Survey

COMPETENCY: Resource Management

Time, money and materials are resources. You can manage them well.

	1 Needs Work	2 Can do OK	3 Pretty Good at This	4 Very Able
Manage Time	<input type="checkbox"/> Meet assigned class deadlines with help.	<input type="checkbox"/> Meet assigned class deadlines on my own.	<input type="checkbox"/> Set my own priorities and deadlines.	<input type="checkbox"/> Manage multiple tasks and projects.
Manages Money	<input type="checkbox"/> Manage a budget with help.	<input type="checkbox"/> Manage a budget on my own.	<input type="checkbox"/> Help establish a school or family budget and work within it.	<input type="checkbox"/> Set up and manage a school or family budget.

COMPETENCY: Interpersonal Skills

You can talk with other, fix problems between people, and manage others well.

	1 Needs Work	2 Can do OK	3 Pretty Good at This	4 Very Able
Interact with Others	<input type="checkbox"/> Can talk with others. Can talk in a conversation or in school with help.	<input type="checkbox"/> Easy to talk with others.	<input type="checkbox"/> Start conversation with others. Sometimes work on teams. Talk in front of class with ease.	<input type="checkbox"/> Lead teams of students to complete projects well and on time.
Interact with People Who May Be Difficult	<input type="checkbox"/> Know how and when to ask for help when dealing with difficult people and situations.	<input type="checkbox"/> Can deal with difficult people and situations.	<input type="checkbox"/> Can fix problems with difficult people on my own if needed.	<input type="checkbox"/> Prevent situations happening with difficult people.
Respect People's Differences	<input type="checkbox"/> Understand that people are different and the benefits of this.	<input type="checkbox"/> Understand the differences and similarities among people and appreciate these.	<input type="checkbox"/> Show that you are good at working with all sorts of people.	<input type="checkbox"/> Look for opportunities to work with people different from myself.

COMPETENCY: Information Management

You can find, interpret and communicate information. You can organize and maintain files. You can also use a computer and process information.

	1 Needs Work	2 Can do OK	3 Pretty Good at This	4 Very Able
Collect and Organize Information	<input type="checkbox"/> Learning to collect and organize information and materials needed for school.	<input type="checkbox"/> Good at putting information and materials together in clear and readable format.	<input type="checkbox"/> Organize and consider information for a paper or other presentation.	<input type="checkbox"/> Identify and find missing information based on knowing a subject well.
Interpret and Communicate Information	<input type="checkbox"/> Select the right information with occasional assistance.	<input type="checkbox"/> Analyze information in an organized way.	<input type="checkbox"/> Analyze information and communicate it in a brief way.	<input type="checkbox"/> Present information to a group using an organized format, brief language and speak clearly.

Employability Skills Survey

COMPETENCY: Systems

A system is the way things are done or organized. You understand social and business systems. You can check and correct your own business performance. You can make suggestions on how to improve the way things are done.

	1 Needs Work	2 Can do OK	3 Pretty Good at This	4 Very Able
Understand the Structure and Dynamics of the Entire Organization	<input type="checkbox"/> Be aware of my role in the school.	<input type="checkbox"/> Show that I know the role of a school in a community.	<input type="checkbox"/> Communicate well with people in various jobs and positions of leadership in your school.	<input type="checkbox"/> Communicate well the role and importance of school in society.
Recognize Health and Safety Issues	<input type="checkbox"/> Be careful and safe at school. Make healthy food choices with some help.	<input type="checkbox"/> Follow safety procedures on my own. Report unsafe activity to a leader or teacher.	<input type="checkbox"/> Recognize the importance of being safe and healthy at school. Use these skills in other situations.	<input type="checkbox"/> Be an example of good health and safety practices. Help others to understand how important these are.
Understand School Policy and Laws	<input type="checkbox"/> Learning school policies and laws.	<input type="checkbox"/> Understand school policies and relevant laws.	<input type="checkbox"/> Obey school policies and understands their impact on others.	<input type="checkbox"/> Understand school policies and their impact on the school; contribute to a positive school climate.

COMPETENCY: Technology

You can find and use the right tools for the job.

	1 Needs Work	2 Can do OK	3 Pretty Good at This	4 Very Able
Select Tools and Procedures	<input type="checkbox"/> Able to use procedures, tools and computers with supervision.	<input type="checkbox"/> Able to use procedures, tools and computers with less supervision.	<input type="checkbox"/> Able to use procedures, tools and computers without supervision.	<input type="checkbox"/> Able to decide which procedures, tools and computers to use and at the right times.
Apply Technology to Task	<input type="checkbox"/> Can identify problems that relate to technology with supervision.	<input type="checkbox"/> Can identify problems that relate to technology with very little supervision.	<input type="checkbox"/> Identify the right technology and use it to prevent problems.	<input type="checkbox"/> Use technology correctly to identify, prevent and solve problems.

Note your best employability skills and those skills you need to improve in the box below. Also note how you might build those skills that you need to improve.