

What Are My Employability Skills

- Rate yourself on a scale of 1 to 5, with 5 being high and 1 being low.
- If you give yourself a 4 or 5, you've made a good start. Work on "polishing" those skills.
- If you gave yourself a 3 or less, ask your counselor, teachers, or parents how to improve those skills.
- Involvement in a student organization could help with many of these skills.

Rating	Skill
Personal Qualities	
	Exerts a high level of effort and perseveres towards goal attainment.
	Believes in own self-worth and maintains a positive view of self.
	Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
	Chooses ethical course of action
	Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
Basic Skills	
	Locates, understands, and interprets verbal and written information in documents such as manuals, graphs, and schedules.
	Communicates thoughts, ideas, information, and messages in writing, creates documents such as letters, directions, manuals, reports, and flow charts.
	Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
	Receives, attends to, interprets, and responds to verbal messages and other cues.
	Organizes ideas and communicates orally.
Thinking Skills	
	Generates new ideas.
	Recognizes problems and devises and implements plan of action.
	Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
	Organizes and processes symbols, pictures, graphs, objects, and other information.
	Uses efficient learning techniques to acquire and apply new knowledge and skills.
	Discovers a rule or principles underlying the relationship between two or more objects and applies it when solving a problem.
Information and Technology	
	Identifies the need for information, obtains it from existing sources or creates it and evaluates its relevance and accuracy.
	Organizes, processes, and maintains written and/or other forms of information in a systematic way.
	Analyzes information and communicates it to others using a variety of methods.
	Uses computers to acquire, organize, analyze, and communicate information.
	Chooses procedures, tools or equipment, including computers and related technologies.
	Understands overall intent and proper procedures for setup and operation of equipment.
	Prevents, identifies, or solves problems with equipment, including computers and other technologies.
Resources Management	
	Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
	Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
	Acquires, stores, allocates, and uses materials or space efficiently.
	Assesses skills and distributes work accordingly, evaluates performance, and provides feedback.
Interpersonal	
	Contributes to group efforts.
	Helps others to learn.
	Works to satisfy customer's expectations.
	Communicates ideas to justify position, persuades and convinces others, and responsibly challenges existing procedures and policies.
	Works towards agreements involving exchange of resources and resolves divergent interests.
	Works well with men and women from diverse backgrounds.
Systems	
	Knows how social, organizational, and technological systems work and operates effectively with them.
	Distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions.
	Suggests modifications to existing systems and develops new or alternative systems to improve performance.