

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, 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.

Rating

Skill

Basic Skills:

- Locates, understands, and interprets written information in prose and 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.

Rating

Skill

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.

Rating

Skill

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.

Rating

Skill

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.

Rating

Skill

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.

Rating

Skill

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.