

# 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 and life. Read the list and assess where you are now. Circle each statement 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
<b>Speak</b>	Speak clearly so others can hear. Respect others with my words.	Speak clearly and use words that are right for the time and place.	Discuss complex ideas in an organized and brief way.	Present to a group and use well-organized format, the right words and clear speech.
<b>Listen</b>	Develop listening skills; working to make eye contact and make sure others understand me.	Listen carefully; make eye contact; repeat instructions to make sure that I understand.	Listen carefully and show that I understand by answering questions well.	Keep complex information in my mind over time and apply it to my studies.
<b>Read</b>	Read written directions and school materials with assistance.	Read written directions and school materials on my own.	Read and understand written materials, and science and technical material on my own; ask questions where appropriate.	Read difficult material and do the tasks that go with it on my own.
<b>Write</b>	Learning to write clearly with correct grammar.	Write information in a clear, logical, legible and correct manner.	Write clearly using course related terms.	Write and develop term papers, newsletters and other important papers.
<b>Math</b>	Able to perform basic math with help.	Able to perform basic math on my own.	Interpret and apply math and use tables, graphs, diagrams, and charts as needed.	Present math explanations using tables, graphs, diagrams, or charts.

<sup>1</sup> 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. This survey was 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.*

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

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

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

### COMPETENCY: Interpersonal Skills

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

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

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

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

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