JA JobSpark
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Employability Skills Self-Assessment

Name: _____

INSTRUCTIONS: Read each statement about your employability skills. Mark the column that best represents you.	This employability skill is a strength of mine. I already do this pretty well.	This employability skill is a weakness of mine. I need to work on it.	I need to learn more about this employability skill. I'm not sure if I'm good at it or not.	Record an example of when you demonstrated this skill or possible ways to strengthen it. *Examples can come from your daily life; they don't necessarily need to be work related.*
1. I have a strong work ethic, even when no one is looking over my shoulder to be sure I'm doing the right thing.				
2. I am good at influencing others or being a leader in a group when it is needed.				
3. When someone points out a weakness of mine, I use the information to improve myself without being negative to that person.				
4. When facing a challenge, if I have done everything I can do and still don't have a solution, I find the person who can help me and ask for help.				
5. When facing change, I can be flexible.				
6. I prioritize and plan my tasks so that I meet deadlines.				
7. I am organized.				
8. When under pressure, I am able to stay calm and focused on the task at hand.				
9. I generally have a positive attitude and I am pleasant to be around.				
10. Regardless of how my own day is going, I remain polite to those around me, using "please", "thank you", and "I apologize", as necessary.				

11. List the employability skill you would like to learn more about and strengthen before interviewing for a job. How do you plan to learn more about this employability skill? How do you plan to strengthen this employability skill?

12. On your own: Consider asking a close friend of family member to rank you on the same employability skills covered in the questions above. Compare their ranking to yours and see if it changes which employability skills you would like to learn more about and which ones you would like to improve.

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