

Employee Report Card

Name _____

Using the scale that follows, assess your skills in the following areas based on your performance in school so far this year.

- 4 Excellent/Always
- 3 Good/Usually
- 2 Fair/Satisfactory
- 1 Poor/Occasionally
- 0 Needs Improvement/Rarely/Never

Use the scale on the following page to determine your employability!

Statement	Score	Statement	Score
1. I think about issues clearly and logically.		16. I enjoy learning without needing an external reward.	
2. I set goals for my schoolwork and personal life.		17. I have a positive attitude toward change.	
3. I can explain ideas to other people.		18. I am cooperative and get along with many types of people.	
4. I reason well and make objective (non-biased) judgements.		19. I know how to find information when I need it.	
5. I complete work on time.		20. I try creative ways to get a job done.	
6. I ask for help when I need it.		21. I care about the feelings of others when in a group.	
7. I gather information in order to make informed decisions.		22. I'm curious about how things work and why things happen.	
8. My work is neat and accurate.		23. I learn from my mistakes.	
9. I am a good listener.		24. I accept authority and supervision.	
10. I know when, and when not to take a risk.		25. I come to class prepared.	
11. I take care of school materials, resources and equipment.		26. I attend class regularly and on time.	
12. I can interpret written instructions well.		27. I am confident	
13. I can understand and solve basic mathematical problems.		28. I can work independently.	
14. I effectively plan and manage my time in school and in my personal life.		29. I have a positive attitude in general.	
15. I can communicate well in writing.		30. I can receive criticism (feedback) gracefully and learn from it.	

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Employability skills are developed in school and through a variety of life experiences outside of school. All of the skills listed on the previous page are explicitly or implicitly taught in school. However, these same skills are critically important in the workforce. Employers are looking for people with the generic skills, attitudes and behaviours that are listed on this page. Therefore, the skills you have in school are a good measure of the skills you will probably have in the workforce.

How did you score?

Use the following scale to figure out how employable you are, according to your performance in school.

Academic Skills		Personal Management Skills		Teamwork Skills	
Those skills (including thinking and learning skills) which provide the basic foundation to get, keep and progress on a job and to achieve the best results.		Those skills, attitudes and behaviours (including organizational skills and adaptability skills) required to get, keep and progress on a job and to achieve the best results.		Those skills (including communication skills and interpersonal skills) required to work with others on the job and to achieve the best results.	
#	Your Score	#	Your Score	#	Your Score
1		2		3	
4		5		6	
7		8		9	
10		11		12	
13		14		15	
16		17		18	
19		20		21	
22		23		24	
25		26		27	
28		29		30	
Average:		Average:		Average:	

Didn't make the grade?

If you're not happy with your results, all is not lost! Look for a pattern in your results. Now that you know which skill area is your weakest, you have a starting point for improvement!