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**CPE**  
**(Career Preparation Evaluation)**  
**Natural Skills Assessment**  
**Trial**

Name: \_\_\_\_\_



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Please fill in the information that applies.

School Address: \_\_\_\_\_

School Contact Number: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Contact Number: \_\_\_\_\_

Teacher Contact Email: \_\_\_\_\_

Professor Name: \_\_\_\_\_

Professor Contact Number: \_\_\_\_\_

Professor Contact Email: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Supervisor Name: \_\_\_\_\_

Supervisor Contact Number: \_\_\_\_\_

Supervisor Contact Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Supervisor Name: \_\_\_\_\_

Supervisor Contact Number: \_\_\_\_\_

Supervisor Contact Email: \_\_\_\_\_

Other: \_\_\_\_\_

(For individuals who are not enrolled in 4T's programs and are only interested in identifying their "Natural" professional skill set(s)).



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# **SKILLS ASSESSMENT**



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**Skill Discovery**

Skills represent your talents, abilities, and aptitudes. In short, what you are good at doing. Many people believe they have few skills, or that they do not have the right ones. In fact, the average person has numerous skills they do not give themselves credit for having, but yet possess. You have been acquiring these skills throughout your life. Discovering your skills and abilities is an important key to making career choices. There are different types or groups of skills: Self management, transferable, and work content.

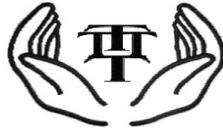
**Self Management** skills can be described as who you are. These are personal characteristics or traits, such as being accurate, open, logical, or thoughtful.

Check the box next to the "Self Management" skills you have:

✓	Self Management Skills	✓	Self Management Skills
	Adaptable		Logical
	Aggressive		Loyal
	Assertive		Methodical
	Ambitious		Optimistic
	Calm		Organized
	Confident		Patient
	Cooperative		Persistent
	Dependable		Practical
	Diplomatic		Precise
	Innovative		Realistic
	Enthusiastic		Resourceful
	Flexible		Reliable
	Frank		Risk Taker
	Energetic		Sensitive
	Idealistic		Tactful

**NOTE: Grey boxes are for 'Official Use' Only.**

Section: Skills Group and Discovery		
W - Aptitude	M - Aptitude	S - Aptitude
0 - 5	6 - 15	16 - 30
<input type="checkbox"/> Self Management:		
Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/>		
Leadership #: _____ Management #: _____ Supervisory #: _____		
Worker #: _____ All #: _____		
Notes: _____		



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**Transferable** skills represent what you can do. These are skills acquired in one setting which can be applied to other settings. Below is a list of transferable skills.

Check the box next to the transferable skills you have:

✓	Transferable Skills	✓	Transferable Skills
	Research		Problem solve
	Write		Communicate
	Produce		Supervise
	Budget		Manage
	Evaluate		Clarify
	Compare		Explain
	Teach		Motivate
	Coordinate		Review
	Organize		Negotiate
	Plan		

<b>Section: Skills Group and Discovery</b>		
W - Aptitude	M - Aptitude	S - Aptitude
0 - 5	6 - 10	11 - 20
<input type="checkbox"/> Transferable: Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Leadership #: _____      Management #: _____      Supervisory #: _____ Worker #: _____      All #: _____ Notes: _____		



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# **SKILLS IDENTIFICATION**



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## **Identify Your Skills**

Employers have stated that over ninety percent of the job applicants they interview cannot describe their skills. Although job seekers may have the necessary skills for a particular job, they have trouble communicating them! Knowing this, one of the most important things you can do before developing or changing your career is to learn to identify your skills.

There are three types of skills: job related skills, transferable skills, and adaptive skills. The job related skills are those that are related to a particular job. For example, using AutoCAD would be a job related skill. The transferable skills are skills that can be useful in a variety of jobs and can be transferred from one career to another. For example, communication skills are transferable skills. Adaptive skills are the skills you use everyday to survive. An example of an adaptive skill would be getting along with others.

When asked, "What are your skills?" People will often respond with, "I don't know" or "I've only been a housewife" or "I've only worked in a factory," etc. People have a difficult time describing what they can do.

On the next page there is a list of skills. Read through the list and check off the skills you feel you have. Think about all the things you have accomplished throughout your life, such as, school, work, volunteer work, home responsibilities, etc.

After you have completed this task take a look at the skills you checked off. These are the skills that will successfully establish your career.



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Check the box next to what you do naturally:

✓	Natural Skills	✓	Natural Skills	✓	Natural Skills
	Administer		File (Records)		Plan (Projects)
	Advise		Find (Information)		Pleasant
	Analyze (Data)		Fix (Things)		Practical
	Anticipate (Problems)		Follow directions		Precise
	Appraise (Services)		Gather materials		Prepared
	Arrange (Events)		Get along w/ others		Pride
	Articulate		Good with hands		Process Information
	Artistic		Good attendance		Produce (Events)
	Assemble (Things)		Guide/Leader		Program
	Assertive		Handle complaints		Promote
	Assess (Situations)		Handle money		Public speaking
	Audit (Records)		Helpful		Public relations
	Bargain (Barter)		Honest		Question
	Builder (Things)		Illustrate ideas		Raise money
	Calculate (Numbers)		Implement plans		Read
	Caring		Improve processes		Recommend
	Chart (Information)		Improvise		Record data
	Proof Reader		Independent		Recruit
	Cheerful		Industrious		Rectify Conflicts
	Sort (Files/Folders)		Influence others		Reliable
	Collect (Money)		Informative		Repair (Things)
	Communicate		Initiate new tasks		Generate Reports
	Compare (Data)		Inspect products		Research
	Competent		Install applications		Resolve (Problems)
	Competitive		Instruct others		Responsible
	Compile (Things)		Interpret data		Review Things
	Complete (Assignmts)		Interview people		
	Confront others		Invent products		
	Considerate		Take Inventory		
	Control situations		Investigate problems		
	Consult with others		Keep financ'l records		
	Construct (Things)				

NOTE: Words in ( ) are examples.



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**Write other skills that you have that was not on the list? Separate each skill with a comma (,).**

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Section: Skills Identification		
W - Aptitude	M - Aptitude	S - Aptitude
0 - 15	16 - 46	47 - 97
<input type="checkbox"/> Identify Your Skills:		
Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/>		
Leadership #: _____ Management #: _____ Supervisory #: _____		
Worker #: _____ All #: _____		
Notes: _____		



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For the skills you checked on the list, select only 4 of the skills you do naturally are really good at doing and passionate about. Write that skill in the space provided next to the '**Specific Skill**' box. Place a circle around the options provided next to the '**Applied to**' box. Describe in detail how you applied the specific skill in the space provided next to '**Details**' box.

<b>Specific Skill:</b>	
<b>Applied to:</b>	<b>School – Organization – Company</b>
<b>Details</b> (include name of school, organization and/or company):	
<b>Specific Skill:</b>	
<b>Applied to:</b>	<b>School – Organization – Company</b>
<b>Details</b> (include name of school, organization and/or company):	
<b>Specific Skill:</b>	
<b>Applied to:</b>	<b>School – Organization – Company</b>
<b>Details</b> (include name of school, organization and/or company):	
<b>Specific Skill:</b>	
<b>Applied to:</b>	<b>School – Organization – Company</b>
<b>Details</b> (include name of school, organization and/or company):	



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# **FUNCTIONAL SKILLS**



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**Knowing Your Strengths**

Functional skills are competencies that are transferable to many different work settings. Developing a list of the functional skills you have *and* enjoy using the most can help you focus on positions that would fit your talents and provide fulfillment and guarantee a successful career.

First place a check next to the skill(s) you do well. Then place an 'X' beside those checked skills that you enjoy doing.

✓	×	<b>Communication</b> Exchange, conveys and expresses knowledge and ideas	✓	×	<b>Organization Management</b> Direct and guide a group in completing tasks and attaining goals
		Write			Solve problems
		Edit			Time management
		Summarize			Make decisions
		Verbal communication			Lead
		Listen			Meet deadlines
		Facilitate discussion			Supervise
		Consult			Motivate
		Teach			Recruit
		Train			Resolve conflicts
		Sell			Mediate
		Promote			Initiate projects
		Use languages			Organize
		Interview			Coordinate
		Ask questions			Handle logistics
		Make presentations			Put theory into practice
		Negotiate			Delegate, give directions and assume responsibility
		Think quickly with the conversational ability to produce			Determine policy
		Host			Interpret policy
		Deal with the public			Apply policy
		Public speaking			Set priorities



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✓	×	<b>Research &amp; Investigation</b> Search for specific information	✓	×	<b>Human Services</b> Emphasize empowerment, quality, productivity and standards, goal attainment and recruitment for the ongoing development of individuals
		Analyze ideas			Attend to physical, mental or social needs of people
		Analyze data			Group process
		Research			Sensitivity to needs
		Investigate			Empathize
		Read for information			Counsel
		Interview for information			Advocate
		Gather data			Use intuition to coach and provide care
		Evaluate			
		Critical thinking			
		Synthesize information			
		Observe			
		Outline			
		Formulate hypotheses			
		Develop theory			
		Calculate/compare			

✓	×	<b>Information Management</b> Arrange and retrieve data, knowledge and ideas	✓	×	<b>Design &amp; Planning</b> Imagine the future and develop a process for its creation
		Organize and manage information			Anticipate problems in various plans
		Keep records attend to details			Conceptualize designs
		Logical ability			Display designs
		Develop systems			Layout/format designs
		Categorize and summarize streamline systems			Design programs, anticipate consequences and possess the ability to brainstorm new ideas
		Possess the ability to monitor information			Think visually and improvise
		Organize and manage information			Compose various plans
					Adapt to various plans
					Create images



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✓	×	<b>Physical Labor</b>
		Use of hands or tools to build, repair and invent
		Construct products
		Invent products
		Operate, repair and restore equipment
		Use physical coordination

<b>Section: Functional Skills</b>		
W - Aptitude	M - Aptitude	S - Aptitude
0 - 4	5 - 11	12 - 21
<input type="checkbox"/> Knowing Your Strength - <b>Communication</b> # ____ : Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Notes: _____		
W - Aptitude	M - Aptitude	S - Aptitude
0 - 4	5 - 11	12 - 21
<input type="checkbox"/> Knowing Your Strength - <b>Organization Management</b> # ____ : Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Notes: _____		
W - Aptitude	M - Aptitude	S - Aptitude
0 - 2	3 - 7	8 - 15
<input type="checkbox"/> Knowing Your Strength - <b>Research &amp; Investigation</b> # ____ : Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Notes: _____		
W - Aptitude	M - Aptitude	S - Aptitude
0	1 - 2	3 - 7
<input type="checkbox"/> Knowing Your Strength - <b>Human Services</b> # ____ : Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Notes: _____		



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W - Aptitude	M - Aptitude	S - Aptitude
0	1 - 2	3 - 6

Knowing Your Strength - **Information Management** # \_\_\_\_:

Weak Aptitude                       Medium Aptitude                       Strong Aptitude

Notes: \_\_\_\_\_

W - Aptitude	M - Aptitude	S - Aptitude
0 - 1	2 - 4	5 - 9

Knowing Your Strength - **Design & Planning** # \_\_\_\_:

Weak Aptitude                       Medium Aptitude                       Strong Aptitude

Notes: \_\_\_\_\_

W - Aptitude	M - Aptitude	S - Aptitude
0	1 - 2	3 - 4

Knowing Your Strength - **Physical** # \_\_\_\_:

Weak Aptitude                       Medium Aptitude                       Strong Aptitude

Notes: \_\_\_\_\_



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# **TRANSFERABLE SKILLS**



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### Transferable Skills

Transferable, functional skills are required in many different work situations. They are built into your liberal arts education and are valued by employers. A bit of reflection will allow you to see that your courses, research projects, college work experience, extracurricular activities, internships and field study experiences have all been instrumental in providing you with skills that employers value. If asked in a job interview how your education has prepared you for a specific job, you can be ready with some good answers if you think about it beforehand.

Take a look at the list below and place a check mark by the transferable skills you have developed.

✓	<b>Planning and Organizational Skills</b>
	Meet deadlines and manage time effectively
	Work under time and environmental pressures
	Successfully juggle multiple demands (school and work)
	Stick to a difficult endeavor and see it through to completion (4 years of college)
	Assess needs
	Develop goals for self and/or an organization
	Work effectively with organization members
	Follow up with others to evaluate progress of tasks
	Identify and prioritize things to be accomplished

<b>Section: Transferable Skills</b>		
W - Aptitude	M - Aptitude	S - Aptitude
0 - 1	2 - 4	5 - 9
<input type="checkbox"/> Planning and Organizational Skills # ____:		
Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/>		
Notes: _____		



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✓	<b>Critical Thinking Skills</b>
	Quickly and accurately identify the key issues when making a decision or solving a problem
	Identify general principles that explain data or human behavior
	Use facts to judge validity of theories
	Recognize interrelationships in information obtained from diverse sources
	Critically evaluate theories and research and apply the results to solve problems
	Create innovative solutions to complex problems
	Examine assumptions underlying analyses or conclusions

W - Aptitude	M - Aptitude	S - Aptitude
0 - 1	2 - 4	5 - 7
<input type="checkbox"/> Critical Thinking Skills # ____: Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Notes: _____		



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✓	<b>Human Relations and Interpersonal Skills</b>
	Maintain group cooperation and support
	Keep a group on track when working towards a goal
	Interact and work effectively with peers, superiors and subordinates
	Ability to work on a team on diverse assignments
	Communicate effectively and sensitively in both individual and group situations
	Teach a skill, concept or principle to others
	Leadership skills
	Demonstrate effective social behavior in a variety of settings and circumstances
	Effectively collaborate with others to complete projects or reach goals
	Delegate tasks and responsibilities
	Interact with and appreciate people from diverse cultural, social, ethnic and religious backgrounds

W - Aptitude	M - Aptitude	S - Aptitude
0 - 1	2 - 5	6 - 11
<input type="checkbox"/> Human Relations and Interpersonal Skills # ____: Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Notes: _____		



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✓	<b>Oral and Written Communication Skills</b>
	Organize and present ideas effectively for formal and spontaneous speeches
	Effectively participate in group discussions and brainstorm ideas
	Debate issues while respecting the opinions of others
	Read and condense large amounts of material
	Write reports clearly, grammatically, concisely, objectively, convincingly and in appropriate format
	Write and speak effectively in a foreign language
	Possess courteous telephone skills
	Express and defend ideas in a clear, objective, non-dogmatic manner
	Effectively utilize school resources for public relations
	Use various media to present ideas effectively and/or imaginatively
	Delivered verbal presentations clearly and persuasively

W - Aptitude	M - Aptitude	S - Aptitude
0 - 1	2 - 5	6 - 11

Oral and Written Communication Skills # \_\_\_\_:

Weak Aptitude                       Medium Aptitude                       Strong Aptitude

Notes: \_\_\_\_\_



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✓	<b>Research and Investigation Skills</b>
	Use a variety of sources of information to research problems or answers to questions
	Conduct literature searches
	Develop a new research question(s)
	Apply a variety of research methods to test the validity of data
	Design and experiment, plan or model that systematically defines a problem
	Construct, administer and interpret questionnaires or surveys
	Ethically recruit and treat research subjects
	Select appropriate statistical tests for the analysis of research
	Deal effectively with financial, temporal, and personnel constraints on research
	Interpret qualitative and quantitative data
	Use computers or laboratory equipment to assist with research
	Select, administer, score, and interpret various psychological tests or assessments
	Analyze and interpret statistical data

W - Aptitude	M - Aptitude	S - Aptitude
0 - 2	3 - 7	8 - 13
<input type="checkbox"/> Research and Investigation Skills # ____: Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Notes: _____		



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✓	<b>Computer Skills</b>
	Use computer software to prepare reports, graphs, brochures, etc and to conduct research
	Internet research and e-mail skills
	Computer programming skills
	Webpage and website design skills

W - Aptitude	M - Aptitude	S - Aptitude
0	1 - 2	3 - 4

Computer Skills # \_\_\_\_:

Weak Aptitude                       Medium Aptitude                       Strong Aptitude

Notes: \_\_\_\_\_



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✓	<b>Personal Skills</b>
	Define and explain ethical behavior and practice it in difficult situations
	Take initiative in job related duties
	Tolerance for stress and ambiguity
	Ability & motivation to develop knowledge and skills in expanding job responsibilities
	Recognize the value of life long learning and seeks professional development opportunities
	Identify personal values and apply them when making decisions
	Demonstrate flexibility and ability to handle change

W - Aptitude	M - Aptitude	S - Aptitude
0	1 - 3	4 - 7
<input type="checkbox"/> Personal Skills # ____ : Weak Aptitude <input type="checkbox"/> Medium Aptitude <input type="checkbox"/> Strong Aptitude <input type="checkbox"/> Leadership #: ____      Management #: ____      Supervisory #: ____ Worker #: ____      All #: ____ Notes: _____		



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# **CAREER COMPETENCY SKILLS**



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Employers stated their strong preferences are for workers who had demonstrated their reliability and basic skills in other jobs or with temporary help agencies. These temporary help agencies were able to offer credible references about the individuals applying for jobs. Firms did not wish to try out young workers, but wanted instead to wait until the aging and sorting processes made clear which workers had the requisite skills, discipline, and motivation. One employer admitted that it was not what the high school did or did not do, but the reality that he could only be confident with a worker who had already reached his mid 20's. When asked about possible motivations for participating in a youth apprenticeship activity, the employers generally responded by emphasizing the program's ability to serve as a screening device to find the best of the young workers.

Jobs generally involve working with information, people, or things.

To determine which category your characteristic is in, check the box with the general characteristic that you have. Then fill in the circle that closely relates to your skill's strength in that category.

**Information--Working with Data, Knowledge, or Concepts**

- Observation:
  - Paying careful attention to and keeping track of details
  - Being observant studying; concentrating
- Comparing:
  - Proofreading
  - discovering differences and similarities
- Copying and/or Storing:
  - Entering data
  - keeping records
  - addressing
  - posting
  - copying, recording, memorizing
- Computing:
  - Dealing with numbers
  - performing simple or complex arithmetic
  - keeping financial records
  - word processing



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- Researching:
  - Investigating
  - Surveying
  - Inventorying
  - Compiling
  - Composing
  - Classifying
  - reporting
- Analyzing:
  - Examining
  - Reasoning
  - Testing
  - Evaluating
  - Proving
  - interpreting
- Organizing:
  - Giving a definite structure and working order to things
- Visualizing:
  - Fine sense of rhythm
  - illustrating
  - photographing
  - sketching
  - designing
- Improving, Adapting:
  - Taking what others have developed and applying it to new situations
- Planning, Developing:
  - Determining the sequence of activities based on pertinent data or requirements and carrying out the plan

**Section: Career Competency Skills**

W - Aptitude	M - Aptitude	S - Aptitude
0 - 1	2 - 4	5 - 10

Information - Working with data, knowledge or Concepts # \_\_\_\_:

Weak Aptitude

Medium Aptitude

Strong Aptitude

Notes: \_\_\_\_\_



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### People--Working Individually with a Group

- Taking Instructions:
  - Listening to directions and carrying out the prescribed action
- Serving:
  - Answering implicit or explicit wishes or needs of others
- Sensing, Feeling:
  - Understanding through intuition
  - showing sensitivity to others
- Communicating:
  - Speaking or listening to others
  - Interviewing
  - Writing
  - giving instructions
- Persuading:
  - Influencing
  - Inspiring, convincing, motivating
  - raising funds
  - promoting
- Managing, Supervising:
  - Determining goals
  - Coordinating
  - Managing
  - Directing
  - controlling
- Negotiating, Deciding:
  - Working well with all people
  - treating people fairly
  - resolving problems
  - compromising
- Advising, Consulting:
  - Giving advice based on your expertise
- Training:
  - Giving new information or ideas to people through lecture, demonstration, or practice

W - Aptitude	M - Aptitude	S - Aptitude
0 - 1	2 - 4	5 - 9

People - Working individually with a group # \_\_\_\_ :  
Weak Aptitude                       Medium Aptitude                       Strong Aptitude

Notes: \_\_\_\_\_



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### **Things--Working with Inanimate Objects as Substances, Equipment, or Products**

- Handling Objects:
  - Lifting, carrying, moving
  - Sorting
  - delivering
- Working Outdoors:
  - Plowing
  - Planting
  - grounds maintenance
- Loading or Emptying Machines:
  - Stacking, loading
  - Emptying, removing
- Using Tools:
  - Manipulating hand tools in the kitchen, on the grounds, or in a shop
- Operating Vehicles:
  - Driving or regulating controls
- Minding Machines:
  - Monitoring, adjusting, and servicing machines
- Operating Equipment:
  - Checking
  - Controlling
  - Adjusting
  - Cleaning
  - refilling
- Precision Work:
  - Keypunching
  - Tuning
  - Adjusting
  - having great fingerdexterity
- Setting Up:
  - Preparing
  - Building
  - Assembling, displaying, installing
- Repairing:
  - Putting something back into good operating condition.

Which category did you check most often? Consider doing more research on jobs in that category to determine whether those are the kinds of careers you would like to pursue.



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W - Aptitude	M - Aptitude	S - Aptitude
0 - 1	2 - 4	5 - 10

Things - Working with inanimate objects as substances, equipment or products # \_\_\_\_:

Weak Aptitude                       Medium Aptitude                       Strong Aptitude

Notes: \_\_\_\_\_

## FINAL ANALYSIS

Leadership #: \_\_\_\_\_

Managerial #: \_\_\_\_\_

Supervisory #: \_\_\_\_\_

Worker #: \_\_\_\_\_

Student's Strong Aptitude Skill Set area:

Strong Aptitude: \_\_\_\_\_



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# CONGRATULATIONS!

You have just completed 4T's intensive Career Preparation Evaluation  
(CPE) Trial Form.

For evaluation please attach this completed form in an email with "CPE" in  
the subject field and send it to [info@4ts.org](mailto:info@4ts.org).