WORKPLACE SKILLS
SELF ASSESSMENT

Student Name _____

Based on your Own experiences, please rate yourself by marking your current performance level in each of the job skills listed. Think of things you have done in school and outside of school that will demonstrate these skills.

4 Need No assistance 3 Need Occasional Assistance 2 Need Frequent Assistance 1 Have No Experience

Classroom/Workplace Competencies

	4	3	2	1
Student workers can productively use:				
● **Resources**				
Student uses time and materials effectively	❑	❑	❑	❑
● **Information**				
Student can acquire, organize, evaluate, and use information when completing a specific assignment	❑	❑	❑	❑
● **Interpersonal Skills**				
Student is able to work:				
As a team member	❑	❑	❑	❑
As a leader	❑	❑	❑	❑
With culturally diverse persons	❑	❑	❑	❑
As negotiator	❑	❑	❑	❑
● **Systems**				
Student follows social and organizational classroom policies and can initiate, monitor, and correct performance	❑	❑	❑	❑
● **Technology**				
Student can:				
Select appropriate technology	❑	❑	❑	❑
Apply technology to a task	❑	❑	❑	❑
Maintain & troubleshoot technology	❑	❑	❑	❑

Foundation Skills

	4	3	2	1
Student workers have demonstrated:				
● **Basic Skills**				
Student is competent in:				
Speaking	❑	❑	❑	❑
Listening	❑	❑	❑	❑
Attendance	❑	❑	❑	❑
Punctuality	❑	❑	❑	❑
Writing	❑	❑	❑	❑
● **Thinking Skills**				
Student displays skill in:	❑	❑	❑	❑
Critical problem solving	❑	❑	❑	❑
Creative Thinking	❑	❑	❑	❑
● **Personal Qualities**				
Student displays:				
A positive attitude	❑	❑	❑	❑
Dependability	❑	❑	❑	❑
Organizational skills	❑	❑	❑	❑
Initiative	❑	❑	❑	❑
Self Management/ Self Control	❑	❑	❑	❑

After completion you should be better prepared to talk about your job skills and also identify weak areas you need to work on.