

Rate My Workplace Skills

Employers look for employees who have the skills and traits they need to help their business or organization be successful. Employees that have the necessary personal skills to do their job well, do much better at getting and keeping their jobs.

- **Rate your ability level** for each workplace skill from 1 to 5, **1 being the lowest** and **5 the highest**.
- Put a checkmark in the last column if this skill would be important for your career plan and you need to work on this skill.

Skill	Low 1	2	3	4	High 5	Need to Work on for My Career Plan
1. Written Communication	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
2. Verbal Communication	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
3. Enthusiasm	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
4. Flexibility	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
5. Leadership	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
7. Eager to Work	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
8. Desire to Succeed	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
9. Honesty	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
10. Respect for Others of All Ages	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
11. Sure of Self	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
12. Personal Grooming	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
12. Reliable	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
13. Reason and Problem Solve without Help	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
14. Ability to Learn New Things	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
15. On Time	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
16. Creative	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
17. Make Decisions	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
18. Team Player	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
19. Responsible	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
20. Reading Ability	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
21. Comprehension	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
22. Listening Ability	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
23. Writing Ability	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>
24. Computer Skills	(1)	(2)	(3)	(4)	(5)	<input type="checkbox"/>

- A. Discuss how a teacher would rate your skills? A supervisor?
- B. Think about how others perceive you and look at your skills realistically. We all need to work on something. Try to work on what is important to your career goal today!

List the top 3 workplace skills that you need to work on the most to achieve your career goal.

1. _____

2. _____

3. _____

- C. Look at the workplace skills in the checklist on the previous page to write 5 interview questions an employer could ask a potential employee during a job interview.

Interview Question 1:
Interview Question 2:
Interview Question 3:
Interview Question 4:
Interview Question 5: