



# SDIEA – YEAH Program

## Skills Assessment

This worksheet will assist you to assess your current skills and what your challenges may be.

# Employability Skills Self-Assessment

Communication Skills	I do this well now	I need to do this better
<p>I am a good listener and understand what people need. Examples:</p> <ul style="list-style-type: none"> <li><input type="radio"/> People come to me for information and support</li> <li><input type="radio"/> I listen and discuss issues with family, friends and workmates</li> <li><input type="radio"/> I can follow instructions</li> </ul>	Yes / No	Yes / No
<p>I can speak clearly and get my point across without conflict. Examples:</p> <ul style="list-style-type: none"> <li><input type="radio"/> I use the phone regularly at work or home to get and pass on information</li> <li><input type="radio"/> I give instructions to people</li> <li><input type="radio"/> I give presentations in class</li> </ul>	Yes / No	Yes / No
<p>I write at work or home or in class. Examples:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Letters</li> <li><input type="radio"/> Lists</li> <li><input type="radio"/> Emails</li> <li><input type="radio"/> Reports</li> <li><input type="radio"/> Notes</li> </ul>	Yes / No	Yes / No
<p>I read for work or pleasure. Examples:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Books</li> <li><input type="radio"/> Newspapers</li> <li><input type="radio"/> Magazines</li> <li><input type="radio"/> Manuals</li> <li><input type="radio"/> Emails</li> <li><input type="radio"/> Reports</li> </ul>	Yes / No	Yes / No
<p>I use maths at work or home. Examples:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Personal or household budgets</li> <li><input type="radio"/> Measuring in cooking</li> <li><input type="radio"/> Gardening</li> <li><input type="radio"/> Building things</li> <li><input type="radio"/> Crafts or hobbies</li> </ul>	Yes / No	Yes / No

Teamwork	I do this well now	I need to do this better
<p>I have worked as part of a team. Examples:</p> <ul style="list-style-type: none"> <li><input type="radio"/> In a job</li> <li><input type="radio"/> Working in community groups</li> <li><input type="radio"/> Scouts, guides or sporting team</li> <li><input type="radio"/> School and club committee</li> <li><input type="radio"/> School or learning projects</li> </ul>	Yes / No	Yes / No
<p>I have been a member of a team. Examples:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Team member</li> <li><input type="radio"/> Social organiser</li> <li><input type="radio"/> Coach</li> </ul>	Yes / No	Yes / No
<p>I work well with people of different ages, genders, race, religion or political opinions, people with disabilities. Examples:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Work experience</li> <li><input type="radio"/> Volunteer or at school</li> <li><input type="radio"/> Sporting team</li> <li><input type="radio"/> Youth group</li> <li><input type="radio"/> Work mates from a different culture or religion</li> </ul>	Yes / No	Yes / No

<b>Problem Solving</b>	<b>I do this well now</b>	<b>I need to do this better</b>
<p>I can identify when there is a problem and use different ways to get good results.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Machine breaks down</li> <li>○ Losing a job</li> <li>○ Increase in living costs</li> <li>○ Arguments at work or home</li> </ul>	<b>Yes / No</b>	<b>Yes / No</b>
<p>I have worked effectively with others to solve problems.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Raising funds for a sporting team</li> <li>○ When a team member does not turn up</li> <li>○ Achieving an outcome in a team project</li> </ul>	<b>Yes / No</b>	<b>Yes / No</b>
<b>Planning and Organising</b>	<b>I do this well now</b>	<b>I need to do this better</b>
<p>I am punctual and get to appointments on time.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ School</li> <li>○ Social or sporting events</li> <li>○ Meetings</li> </ul>	<b>Yes / No</b>	<b>Yes / No</b>
<p>I organise your time so I can fit in all the things I need to do.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Plan ahead</li> <li>○ Keep a diary or a to do list</li> <li>○ Prioritising tasks in order of importance</li> <li>○ Getting others to help</li> </ul>	<b>Yes / No</b>	<b>Yes / No</b>
<p>I have collected the information needed to plan and organise an event.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Going on a holiday</li> <li>○ Planning a party</li> <li>○ Organising a trip or excursion</li> </ul> <p>A building or renovation project</p>	<b>Yes / No</b>	<b>Yes / No</b>
<p>I know how I can improve on organising an event for the next time.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Make suggestions</li> </ul>	<b>Yes / No</b>	<b>Yes / No</b>
<b>Self-management</b>	<b>I do this well now</b>	<b>I need to do this better</b>
<p>In the past I have had a goal, made a plan and followed it through.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Got your L's and / or P's to drive a car</li> <li>○ Completed a course</li> <li>○ Moved out of home</li> <li>○ Taken responsibility for finances and budgets</li> </ul>	<b>Yes / No</b>	<b>Yes / No</b>
<p>I know my own strengths and weaknesses and what I need to improve.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Reading, writing or mathematics.</li> <li>○ Speaking in front of others</li> <li>○ Managing my temper</li> <li>○ Managing my level of confidence and motivation</li> <li>○ Coping with change.</li> </ul>	<b>Yes / No</b>	<b>Yes / No</b>
<b>Learning</b>	<b>I do this well now</b>	<b>I need to do this better</b>
<p>I have learnt to do new things in different ways.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ By doing a course or workshop</li> <li>○ Getting someone to teach me</li> <li>○ From the Internet</li> </ul>	<b>Yes / No</b>	<b>Yes / No</b>

- From a book, TV, DVD or radio
- By practising or experimenting

I assist others in my family, work or community to learn.

Examples:

- Helping at school or in class
- With homework
- Teaching others one or more of your skills
- Helping others with technology
- Sharing skills at work
- Coaching a team

Yes / No

Yes / No

## Technology

I do this well now

I need to do this better

I use a computer at home, school or work for:

Examples:

- Sending and receiving emails
- Finding information on the internet
- Writing documents
- Playing games

Yes / No

Yes / No

I use other technology at home, school or work such as:

Examples:

- Text messaging
- PDA
- ATM
- Ipod
- Digital camera
- GPS

Yes / No

Yes / No

I have been willing to learn how to do new things with technology. In the past 12 months I have learnt how to:

Examples:

- Use Skype
- Use a digital camera
- Use an Ipad

Yes / No

Yes / No

## **Employability Skill**    **How I will develop these further – Actions to take**

Communication	
Team work	
Problem solving	
Initiative and enterprise	
Planning and organising	
Self-management	
Learning	
Technology	

## Personal Attributes that contribute to overall employability

**Loyalty** - faithfulness to commitments or obligations, a strong feeling of support or allegiance

**Commitment** – beginning a course of action and working through it until finished

**Honesty and integrity** - high moral and professional standards; fairness and truthfulness to yourself and others

**Enthusiasm** - a strong interest in, or eagerness to do something

**Reliability** - ability to be trusted to do what you have been asked to do, or what you have promised to do

**Personal presentation** - taking care with the way you present yourself, taking into consideration suitable clothing and following any company dress codes etc

**Common sense** - the ability to make a sensible decision based not only on knowledge but also good judgement

**Positive self esteem** - feeling good about yourself and your abilities by having confidence and a belief in what you can do

**A sense of humour** - ability to join with others and enjoy or express what is funny

**A balanced attitude to work and home life** - ability to give equal importance to things that matter at home and at work

**An ability to deal with pressure** - ability to organise your time well, so that work and tasks don't build up and you are able to cope with the job demands

**Motivation** - feeling positive about the work you are doing by setting long-term and short-term goals and working toward achieving them

**Adaptability** - feeling comfortable about changing your thinking and actions in order to suit different conditions or situations

## Skills and Attributes for employability

Adaptability	Health education	Problem solving
Adventurous	Horticultural	Project management
Anticipating	Imagination	Public relations
Articulate	Information gathering	Purchasing
Artistic	Information management	Reading
Assessing	Information sharing	Reassuring
Attention to detail	Ingenuity	Record keeping
Authority	Initiative Innovation	Record management
Briefing	Instruction	Recording
Budgeting	Interpersonal	Referral
Business	Keyboard	Reliability
Caring	Lateral thinking	Research
Cataloguing	Leadership	Resourceful
Child caring	Liaison	Responsibility
Classification	Library	Risk taking
Clerical	Linguistic	Scientific
Coordination	Listening	Selling
Comforting	Literacy	Sense of space
Commitment	Lobbying	Social conscience
Communication	Local knowledge	Specialist knowledge
Competitive	Maintenance	Spelling
Concentration	Management	Strategic planning
Conciliation	Manual ability	Strategic thinking
Confidence	Marketing	Study
Counselling	Mechanical	Style
Creative	Mediation	Supportive
Cross-cultural	Mentor	Teaching
Cultural	Methodical	Team building
Customer service	Money handling	Team participator
Decision making	Motivating	Technical
Delegation	Needs assessment	Tenacity
Designing	Negotiation	Time keeping
Editing	Numeracy	Time management
Empathy	Nursing	Tool using
Encouraging	Organisation	Training
Entrepreneurial	Patience	Visual
Enthusiastic	People	Willingness
Evaluation	Perception	Writing
Financial	Persistence	
Flexibility	Planning	
Follow directions	Political	
Forward thinking	Precision	
Geographical	Presentation	
Hand-eye coordination	Prioritising	