

RATING YOUR EMPLOYABILITY SKILLS CHECKLIST

Employability skills are those traits and habits employers want in the people who work for them, and communities want in their citizens. You can learn and improve upon employability skills by practicing them at home and in school and community activities.

Directions: Rate yourself using the rating scale below. Ask an adult who knows you well (your teacher or parent) to also rate you.

1 = Seldom/Rarely

2 = Occasionally

3 = Most of the time

4 = All of the time

Foundation of Character	Skill	Questions	RATE
FAIRNESS			
Conflict Resolution	Communication	I listen actively and carefully to gather information and understand directions.	
		I ask questions and evaluate information.	
	Managing Feelings	I know healthy techniques for managing anger.	
	Forgiveness	I know how to forgive mistakes and not hold a grudge.	
	Resolving Conflict Wisely	I know and use the steps needed to resolve conflict wisely.	
RESPONSIBILITY			
	Dependability	I am someone others can count on.	
		I come to class with all needed materials: pens, pencils, paper, book.	
	Perseverance	I am able to stay with a task until it is done.	
		I attend school regularly.	
	Initiative and Effort	I am able to see what need to be done and complete/assign tasks as needed.	
I miss school only for legitimate reasons. All absences are excused.			
	Being a Good Example	I volunteer for and accept roles of responsibility.	
RESPECT			
Attitude	Keeping a Positive Attitude	I have someone I trust to talk with.	
	Positive Speech	I make positive contributions and actively participate in group activities.	
	Positive Thoughts	I feel good about who I am.	
	Thankfulness	I appreciate the things others do for me.	
CARING RELATIONSHIPS			
	Cooperation	I work well with others in a group: listening, sharing, and getting along.	
	Honesty	I say what I mean and mean what I say.	

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Foundation of Character	Skill	Questions	RATE
TRUSTWORTHY			
Self-Discipline	Learn from Consequences	I complete work in a timely fashion.	
		I make up work missed from absences quickly and completely.	
		I turn in all assignments.	
	Self-Control	I know and use stress management skills.	
	Patience	I am able to wait for something I want.	
CITIZENSHIP			
	Compassion	I feel good about helping others.	
	Humility	I am able to think about the feelings and needs of others.	
	Service	I feel good when I can share with others.	
	Good Citizenship	I am helpful to others at home, in school, and the community.	
RESPECT			
	Self-Respect	I take care of my personal hygiene.	
		I make safe and healthy choices.	
	Respect for Authority	I am a law abiding person.	
	Respect for Others	I arrive on time to school in the morning and to each of my classes.	
		I respect individual uniqueness.	
Tolerance	I accept differences in others and treat them kindly and with respect.		
RESPONSIBILITY			
Personal Goals	Developing Talents:	I know my strengths and weaknesses.	
		I work well on my own. I do not need teacher or parent prompting.	
	Facing Challenges	If there is something I do not know, I am willing to research information.	
	Having Dreams and Hopes	I have goals and plans for the future.	
	Goal Setting	I am able to set a goal, identify means to achieve it, choose a plan and evaluate how it works.	
CARUBG	Friendship	I know how to build and keep healthy friendships.	
	Courage	I am loyal to my family, friends, and belief system.	