**EMPLOYMENT SKILLS ASSESSMENT**

Name:

Age:

Gender:

For each item identified below, circle the number to the right that best fits your workplace ability. Use the scale to select the appropriate number (1 is never and 5 is always). Review and identify the skills you would like to strengthen. Discuss this with the team.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Scale** |  |  |  |
| **Employment Skills** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Gets to work on time | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Dresses appropriately for work | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Works the scheduled hours for each week | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Follows directions from the supervisor/employer | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Is flexible/cooperates when asked to learn new tasks as a part of the job | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Gets along with coworkers | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Knows how and whom to tell when upset | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Makes good decisions and solves problems at work | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Knows what to do if sick and unable to get to work | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Asks for help from the supervisor with questions about the job | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Can handle constructive criticism from the supervisor | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Follows and understands policies and procedures at work | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Knows how to terminate the job appropriately | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Does not post negative comments about the job on social networking sites | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |
| Handles self appropriately around co-workers | 1 | 2 |  | 3 |  | 4 | 5 |  |
|  |  |  |  |  |  |  |  |  |