

# My Employability Skills Checklist

On a scale from 1 to 5 with 5 being the highest, rate the employability skills you already possess. Add up your scores to see if you have the skills needed to be employable.

<b>Applied Academic Skills</b>					
<b>I can already ...</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Use reading skills					
Use writing skills					
Use mathematical strategies and procedures					
Use scientific principles and procedures					
Think critically					
Think creatively					
Make sound decisions					
Solve problems					
Reason					
Plan and organize					
<b>Effective Relationships</b>					
<b>I can already ...</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Understand teamwork and work well with others					
Respond to customer needs					
Exercise leadership					
Negotiate to resolve conflicts					
Respect individual differences					
Demonstrate responsibility and self-discipline					
Adapt and show flexibility					
Work independently					
Demonstrate a willingness to learn					
Demonstrate integrity					

Demonstrate professionalism					
Take initiative					
Display a positive attitude and a sense of self-worth					
Take responsibility for professional growth					
Workplace Skills					
I can already ...	1	2	3	4	5
Manage time					
Manage money					
Manage materials					
Manage personnel					
Locate information					
Organize information					
Use information					
Analyze information					
Communicate information					
Communicate verbally					
Listen actively					
Comprehend written material					
Convey information in writing					
Observe carefully					
Understand and use systems					
Monitor systems					
Improve systems					
Understand and use technology					
<b>Totals</b>					
<b>Grand Total</b>					

**190 – 210** Congratulations! You are already employable!

**170 – 189** Way to go! You are almost there!

**150 – 169** You have time to work on your skills!