

EMPLOYABILITY SKILLS QUIZ

<p>PART I Personal Management Skills</p> <p>1. I take on projects with confidence and know that I can do a good job. Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/></p>
<p>2. I tell the truth at work no matter what the consequences are. Sometimes <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/></p>
<p>3. I volunteer for training and look for opportunities to learn new things. Always <input type="checkbox"/> Only if it interests me <input type="checkbox"/> I don't like courses <input type="checkbox"/></p>
<p>4. I find it difficult to continue with tasks, at home and at work, when problems arise. Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/></p>
<p>5. I look for new challenges at work and in my spare time. Most of the time <input type="checkbox"/> Mainly at work <input type="checkbox"/> Mainly in my spare time <input type="checkbox"/></p>
<p>6. I like to set goals and objectives for myself. Never, it scares me <input type="checkbox"/> Always, it helps me to measure my success <input type="checkbox"/> I only do it at work <input type="checkbox"/></p>
<p>7. People tell me I am well organized. Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/></p>
<p>8. I get upset when things change. Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/></p>
<p>9. I like it when people do things differently than I do. Usually, I learn from them <input type="checkbox"/> Never, they don't do it properly <input type="checkbox"/> It depends <input type="checkbox"/></p>
<p>10. Do you like to think up new and better ways to get your work done? I don't get paid for that <input type="checkbox"/> Sometimes <input type="checkbox"/> Always, it keeps life interesting and improves my productivity <input type="checkbox"/></p>

What's Your Score ?

If you have scored 40 or more:

You have good personal management skills that should be highlighted on your résumé. Being an excellent organizer or coming up with new and creative ideas are skills that possible employers should know about. Positive attitude, determination to get the job done and a willingness to learn are all things that could help you to impress an employer in an interview situation. You should be able to give examples to the interviewer to demonstrate your abilities in this area.

If you have scored between 25 and 40:

You're half way there! While you have some personal management skills, others need work. Read the next paragraph to get ideas on how to improve this area. Look for opportunities to practice them.

If you have scored less than 25:

Get organized! A course on organizational skills would be helpful to you. In order to get ahead in life and on the job, you need to set personal goals. Sit down and decide where you want to be five years from now. It could be as simple as having a job or as ambitious as having your own business.

Believe in yourself! If you know you can do the job, others will too. Employers are looking for people who have a positive outlook on the job, who do not give up easily and who can organize their work and their day-to-day lives.

No matter what your score:

Be open to new challenges! The work place is always changing and you have to keep pace with it. You can expect any job you do to involve many changes over time and you will probably have several jobs over the course of your lifetime. You may have to take on new tasks or learn new ways of doing things. Think of these challenges as opportunities - the more flexible you are, the better your chances for success in a changing work place. Learning new skills is a positive step forward. An employee who wants to learn is a valuable asset to any company.

Employers want people who demonstrate:

- Positive attitudes and behaviour
- Responsibility
- Adaptability

These are your Personal Management Skills.

EMPLOYABILITY SKILLS QUIZ

<p>PART 2</p> <p>Teamwork Skills</p> <p>1. On the job, I make an effort to understand and contribute to the goals of the organization. Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/></p> <p>2. Working in a group ... Makes me nervous <input type="checkbox"/> Takes too much time <input type="checkbox"/> Helps me to get the job done <input type="checkbox"/></p> <p>3. When you work with a group, do you find it hard when you can't do things your own way? Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/></p> <p>4. Can you plan and make decisions with others? Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Not usually <input type="checkbox"/></p> <p>5. Do you respect the thoughts and opinions of others? It depends <input type="checkbox"/> Always <input type="checkbox"/> Usually <input type="checkbox"/></p> <p>6. Do you mind when other people offer you their ideas of how to solve a problem or take on a task? No, I like it <input type="checkbox"/> It depends <input type="checkbox"/> I would rather figure it out myself <input type="checkbox"/></p> <p>7. Are you comfortable asking others for help and advice? Most of the time <input type="checkbox"/> If I know them <input type="checkbox"/> Never <input type="checkbox"/></p> <p>8. Would you like to take charge of a group of people, if they are working on something you know a lot about? I'd rather not but I will <input type="checkbox"/> I couldn't <input type="checkbox"/> Absolutely <input type="checkbox"/></p> <p>9. Do you think others see you as someone they can turn to for help or advice? I don't know <input type="checkbox"/> Never <input type="checkbox"/> Sometimes <input type="checkbox"/></p> <p>10. If I had a problem on the job and I knew a co-worker had the answer, I would ask him or her for help. Always <input type="checkbox"/> Never <input type="checkbox"/> Sometimes <input type="checkbox"/></p>

What's Your Score ?

If you have scored 40 or more:

You are a good team player! Working well with others is a very important skill to have. It means that you understand and appreciate the differences of others, and use those differences to the best advantage. Once in a while, you may even need to lead a team project. Don't be afraid to take charge when appropriate. Those who feel comfortable working both alone and in a group are a valuable asset to their organization. Make sure you let potential employers know that you are a team player. Include it on your résumé by describing some team activity in which you worked successfully.

If you have scored between 25 and 40:

You're a team player some of the time. There are obviously instances when you work well in a group and that's great! However, you could use a few tips in this area so read on!

If you have scored less than 25:

Doing things on your own is something you may be used to, but there are times when "two heads are better than one". You have to learn how to work well with others. Being able to consider the ideas and approaches of co-workers, even if they are very different from your own, will help you to work well in a group and get things done. Listen to what other people have to say. You may be surprised at some of the good ideas they have. Offer to help them. If you have never had to work with others, now is a good time to start. Find a neighbourhood club or volunteer organization and join in their activities.

Employers want people who can work with others:

- In a team
- To contribute to the organization's goals
- To achieve team results
- And respect their thoughts and opinions

These are your Teamwork Skills.

EMPLOYABILITY SKILLS QUIZ

PART 3 Academic Skills	
1. Can you understand and speak English and/or French?	English <input type="checkbox"/> French <input type="checkbox"/> Both <input type="checkbox"/>
2. I am told that I am a good listener.	Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Often <input type="checkbox"/>
3. Do you enjoy reading?	I read when I have to <input type="checkbox"/> I love reading <input type="checkbox"/> I don't like reading <input type="checkbox"/>
4. Can you read, understand and use written material (i.e. reading a map, following a recipe or a set of instructions to assemble a toy or piece of furniture)?	Yes <input type="checkbox"/> No <input type="checkbox"/> It depends <input type="checkbox"/>
5. Do you write well in English and/or French (i.e. letters to friends, memos, instructions or lists)?	It depends <input type="checkbox"/> Writing is a challenge <input type="checkbox"/> Yes, always <input type="checkbox"/>
6. Do you like making a decision?	Never <input type="checkbox"/> All the time <input type="checkbox"/> Sometimes <input type="checkbox"/>
7. Do people come to you to help them solve problems at work or at home?	Never <input type="checkbox"/> All the time <input type="checkbox"/> Sometimes <input type="checkbox"/>
8. Can you solve problems that require basic math skills (i.e. balancing a cheque book, making change or working with measurements)?	No problem <input type="checkbox"/> Math scares me <input type="checkbox"/> I can with effort <input type="checkbox"/>
9. Can you use technology like computers or fax machines?	I'm trying to learn <input type="checkbox"/> Never used <input type="checkbox"/> I use them all the time <input type="checkbox"/>
10. Do you have special knowledge or training that you could use at work?	A trade, degree or college diploma <input type="checkbox"/> Computer Skills <input type="checkbox"/> No special training <input type="checkbox"/>

What's Your Score ?

If you have scored 30 or more:

You have skills and talents that are valued by employers. Remember, however, that the work place is constantly changing. A job you do or a skills you have now may be upgraded or eliminated tomorrow. The key to employment success is education. Set goals for yourself based on continued learning. No matter what level of education or specific trade you have, think of improving it. Some employers and organizations will even help pay for courses taken by their employees. Never stop learning. The more you know, the better your chances of finding and keeping a job. Employers are looking for people who are adaptable and have several skills.

If you have scored less than 30:

Your academic skills may need a tune-up! The single most important factor that an employer looks at when hiring is your level of education and technical skills.

If you never finished high school, try to do it now. There are evening and correspondence courses you can take that don't have to interfere too much with your everyday activities. Two thirds of jobs created in the future will require at least high school graduation.

If you have a high school diploma but no specific employment skills, look into a training program at a local community college. Talk to the counsellors at these schools. Find out what skills are in demand in your area and apply for a course to get them. There are also adult night courses available at many high schools.

If you have a specific trade, talk to the counsellors at the local community college. Find out if there are new skills being taught in your trade since you graduated. If so, take the time to upgrade.

If you have a college diploma or a degree in the arts, it's time to supplement it. Employers need people who have specific skills, like being able to work with computers or having more than one language. Find out what skills are most in demand right now and make sure you get them.

No matter what your score:

Learn by doing. A lot of employers like to hire people with experience. If you don't have any, get it. There are hundreds of volunteer organizations that could use your help. Offer your services and get the experience you need to impress future employers.

IDENTIFYING YOUR SKILLS

In today's competitive environment, employers need people who can:

Communicate

- Orally and in writing
- Listen well
- Read and understand instructions

Think

- Solve problems
- Analyze issues
- Use technology
- Apply skills

These are your Academic Skills.

- Form a neighbourhood daycare co-op so you can take training courses away from home, and save daycare costs.
- Upgrade your skills and knowledge. Take a computer course. It could make the difference on your next job interview.
- If you are employed, consider your training opportunities. Maybe you can make training a part of your benefits package or employment agreement. Talk to your employer about it.
- Get experience. Working on a volunteer basis will help you to practice the skills you have. You may even learn new ones. Employers are always impressed by those who give their time to others, and the experience will look great on a resume.

What Do I Do Now?

Here are some suggestions:

- Set some job preparation goals for yourself.
- Take self-paced correspondence courses from a reputable organization. These can be done on your own time and at your pace at home.
- If you are currently unemployed, enroll in a training program with a friend. You can help each other.

Remember:

Experience can be gained in a lot of ways. Many people get their skills from school, work, as a volunteer or in their leisure time. Being a hockey coach, for example, gives you teamwork, organization and leadership skills.

Don't underestimate your abilities. You can include these things on your resume. Also, be prepared to give examples of your skills and how you have used them successfully.

WHAT'S YOUR SCORE ?

Personal Management Skills

1. a-5 b-3 c-0
2. a-3 b-5 c-0
3. a-5 b-3 c-0
4. a-0 b-3 c-5
5. a-5 b-3 c-2
6. a-0 b-5 c-3
7. a-5 b-3 c-0
8. a-0 b-3 c-5
9. a-5 b-0 c-3
10. a-0 b-3 c-5

Total: _____

Teamwork Skills

1. a-5 b-3 c-0
2. a-0 b-3 c-5
3. a-0 b-3 c-5
4. a-5 b-3 c-0
5. a-0 b-5 c-3
6. a-5 b-3 c-0
7. a-5 b-3 c-0
8. a-3 b-0 c-5
9. a-3 b-0 c-5
10. a-5 b-0 c-3

Total: _____

Academic Skills

1. a-3 b-3 c-5
2. a-3 b-0 c-5
3. a-3 b-5 c-0
4. a-5 b-0 c-3
5. a-3 b-0 c-5
6. a-0 b-5 c-3
7. a-0 b-5 c-3
8. a-5 b-0 c-3
9. a-3 b-0 c-5
10. a-5 b-3 c-0

Total: _____