

Employment Skills Assessment

The following questions will help you identify job seeking skills in which you excel and target those which you need to develop. By yourself or with your team try to answer each of the questions as honestly as possible. After completing this independent living skills assessment, review it with your team and identify those skills you would like to strengthen.

	I do not know how to do this	I need to know more about this	I can do/have done this
1. Know the kind of job I want.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Am aware of the general qualities a potential employer is looking for in an employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Know what skills and qualities I have to offer an employer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Know which jobs I am qualified for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Know that my first jobs might have to be different from my areas of interest and career choices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Know that I might have to apply several times before obtaining employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Know where to look for a job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Can use the classified ads to find jobs I am interested in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Am able to make telephone calls to a potential employer to get a job interview.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Know how to dress appropriately for a job interview.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Know the importance of being on time of an interview.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Have practiced and know how to answer questions that might be asked at a job interview.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Have practiced and know how to fill out a regular job application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Have written the names and addresses of references, education, and job history information, including important dates and the name of the person to call in case of an emergency on my job fact sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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15. Know how to utilize the Department of Employment and Training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Can write a resume.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Know what to consider when planning to accept a job (duties, work hours, pay, location, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Can write a letter to a potential employer to thank him/her for an interview.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Know what job discrimination is and know where to get legal help if discrimination becomes a problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>