

# Employability Skills Checklist

*Just how employable are YOU?*

Rate the following areas:

Time and Space       Social Competence       Work Performance

**Time/Space**

*Attendance*

\_\_\_ Misses less than 3 days per quarter  
\_\_\_ Misses 4-5 days per quarter  
\_\_\_ Misses 6-7 days per quarter  
\_\_\_ Misses 8-9 days per quarter

*Punctuality*

\_\_\_ Reports to work on time in morning and after lunch  
\_\_\_ Is late 1-2 times per week  
\_\_\_ Is late 3-4 times per week

*Time Awareness*

\_\_\_ Notifies supervisor of planned absence or lateness  
\_\_\_ Uses clock to remain on schedule  
    (tells time to the \_\_\_\_\_ hour)  
\_\_\_ Has some difficulty with telling time

*Work Environment*

\_\_\_ Is able to find way around immediate work environment  
\_\_\_ Is able to find way around most of work environment  
\_\_\_ Is able to find way around entire work environment

**Physical Characteristics**

*Appearance*

\_\_\_ Is clean, neat and appropriately dressed  
\_\_\_ Is clean and neat, but clothes not always appropriate  
\_\_\_ Is unkempt (hair uncombed, clothes in disarray)

**Social Competence**

*Response to Supervision*

\_\_\_ Is compliant; eagerly follows through; asks questions or makes appropriate suggestions  
\_\_\_ Is usually compliant; does not challenge supervisor  
\_\_\_ Occasionally challenges supervisor, but otherwise follows through  
\_\_\_ Does not comply promptly or shows verbal/body opposition

*Attitude*

\_\_\_ Is cheerful, even tempered and eager to work; rarely complains  
\_\_\_ Is usually eager to work  
\_\_\_ Is easily moody or complains

*Communication*

\_\_\_ Freely expresses thoughts and needs  
\_\_\_ Expresses thoughts and needs with prompts  
\_\_\_ Experiences difficulty expressing thoughts and needs

*Social Interactions*

\_\_\_ Frequently initiates social interactions  
\_\_\_ Occasionally initiates social interactions  
\_\_\_ Occasionally interacts with others  
\_\_\_ Rarely interacts with others, or interacts inappropriately

*Work-Related Behavior*

\_\_\_ Exhibits socially appropriate behavior for a variety of settings  
\_\_\_ Exhibits socially appropriate behavior for a work setting  
\_\_\_ Frequently exhibits appropriate social behavior; rarely disruptive  
\_\_\_ Occasionally exhibits disruptive behavior

**Work Performance**

*Initiation*

- Seeks out work as needed without needing to be asked
- Will do extra work if asked; asks questions to clarify
- Completes duties as assigned without prompting
- Needs prompts to move to next task assignment

*Safety*

- Exhibits safety awareness in work environment
- Exhibits safety awareness in immediate work environment , no prompts
- Exhibits safety awareness with prompts
- Exhibits no safety awareness

*Ability to Follow Verbal Directions*

- Can follow multi-step verbal directions without reminders
- Can follow multi-step verbal directions with reminders
- Is able to perform 2-3 step tasks without reminders (repetition)
- Is able to perform 2-3 step verbal tasks with reminders
- Works best with routine, repetitive verbal directions (1 step)

*Attention to Task*

- Can stay on task without constant supervision; is self motivated
- Can stay on task with intermittent supervision
- Works best when supervisor is present
- Stays at work area but needs prompts to stay on task
- Frequently leaves work area or is easily distracted

*Task Perseverance*

- Is able to work continually over one hour
- Is able to work continually up to one hour
- Is able to work continually up to one half hour
- Is able to work continually up to 15 minutes

*Work Speed*

- Exhibits above average speed as compared to peers or other workers
- Exhibits average, consistent speed , same as peers or other workers
- Exhibits slow, but consistent speed

*Reinforcement Needs*

- Requires infrequent feedback; works independently
- Requires intermittent feedback
- Requires frequent feedback
- Requires constant feedback

*Adapting to Change*

- Adapts to change easily
- Adapts to change with some difficulty; requires guidance
- Adapts to change with great difficulty; exhibits resistant behavior
- Requires a rigid routine

*Response to Stress*

- Can work under pressure without visible adverse reactions
- Expresses feelings of stress but follows through
- Has visible difficulty working when under pressure

*Quality of Work*

- Makes some mistakes; independently spotted and corrected
- Makes some mistakes which need to be pointed out
- Displays inconsistent quality; often spots errors
- Displays inconsistent quality; usually does not spot errors

*Summarize your employability skills. What areas do you need to improve in? How can you improve in those areas? How can your YHSC volunteer experience help you improve?*

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