

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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