

Seven Employability Skills checklist

Check all the skills that you have, or the ones that you need to work on. Write down examples of you showing these skills in the Why/Evidence section.

Employability skill	Rating		Why/Evidence
	I'm OK at this	I need to work on this	
eg, <i>Positive attitude</i>	☐	☐	<i>I turn up to class ready to do the work and am happy to do it.</i>
1. Positive attitude - I have a “can do” attitude - I am optimistic and honest - I am friendly and show respect - I am motivated to work hard	☐	☐	
2. Communication - I think about how I communicate and how it affects others - I ask questions when not sure - I listen well - I show respect when I communicate	☐	☐	
3. Teamwork - I work well with others to complete tasks and meet goals - I contribute to new ideas - I work well with others of different genders, cultures or beliefs - I follow the directions of my managers	☐	☐	

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4. Self-management • I arrive at work on time with the right clothing and equipment • I understand how my words and actions can affect others • I show commitment and responsibility • I am dependable, I follow instructions and complete tasks • I follow health and safety guidelines	☐	☐	
5. Willingness to learn • I am willing to learn new tasks, skills and information • I am curious and enthusiastic about the job • I look for opportunities to improve or to help the business • I accept advice and I learn from feedback	☐	☐	
6. Thinking skills (problem solving and decision making) • I think of all the options before making a decision • I can see problems and try to solve them • I think before I do something • I think about consequences before I act • I know when I need to get help	☐	☐	
7. Resilience • I adapt to new or changing situations • I do not give up when there is a setback • I get help when I need it • I accept my mistakes and learn from them	☐	☐	

