

Employability Skills Quiz

Part I – Personal Management Skills

1. **I take on projects with confidence and know that I can do a good job.**
☐ Always ☐ Sometimes ☐ Never
2. **I tell the truth at work no matter what the consequences are.**
☐ Sometimes ☐ Most of the time ☐ Never
3. **I volunteer for training and look for opportunities to learn new things.**
☐ Always ☐ Only if it interests me ☐ I don't like taking courses
4. **I find it difficult to continue tasks, at home and at work, when problems arise.**
☐ Most of the time ☐ Sometimes ☐ Never
5. **I look for new challenges at work and in my spare time.**
☐ Most of the time ☐ Mainly at Work ☐ Mainly in my spare time
6. **I like to set goals and objectives for myself.**
☐ Never, it scares me ☐ Always, it helps me to measure my success ☐ Only at work
7. **People tell me I am well organized.**
☐ Most of the time ☐ Sometimes ☐ Never
8. **I get upset when things change.**
☐ Always ☐ Sometimes ☐ Never
9. **I like it when people do things differently than I do.**
☐ Usually, I learn from them ☐ Never, they don't do it properly ☐ It Depends
10. **I like to think up new and better ways to get my work done.**
☐ I don't get paid for that ☐ Sometimes ☐ Always, it improves my productivity

Use the following grading system to calculate your score;

- | | | |
|-----------------------|------------------------|-----------------------|
| 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 | |

SCORE: 40 or more

You have good personal management skills that should be highlighted on your resume. Being an excellent organizer or coming up with new 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.

SCORE: 25 to 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.

SCORE: 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 in five years from now. It could be as simple as having a job or as ambitious as having your own business.

Part II – Teamwork Skills

1. **On the job, I make an effort to understand and contribute to the goals of the organization.**
☐ Always ☐ Sometimes ☐ Never
2. **Working in a group....**
☐ Makes me nervous ☐ Takes too much time ☐ Helps me get the job done
3. **When I work with a group, I find it hard when I can't do things my own way.**
☐ Always ☐ Sometimes ☐ Never
4. **I am able to plan and make decisions with others.**
☐ Most of the time ☐ Sometimes ☐ Not usually
5. **I respect the thoughts and opinions of others.**
☐ It depends ☐ Always ☐ Usually
6. **I like when other people offer me their ideas of how to solve a problem or take on a task.**
☐ Yes, I like it ☐ It depends ☐ I would rather figure it out myself
7. **I am comfortable asking others for help and advice.**
☐ Most of the time ☐ If I know them ☐ Never
8. **I would like to take charge of a group if they are working on something I know a lot about.**
☐ I'd rather not but I could ☐ I couldn't ☐ Absolutely
9. **Other people see me as a person they can ask for help or advice.**
☐ I don't know ☐ Never ☐ Sometimes
10. **If I had a problem on the job and I knew a co-worker had the answer, I would ask him/her for help.**
☐ Always ☐ Never ☐ Sometimes

Use the following grading system to calculate your score;

- | | | |
|--------------------|-------------------|-------------------|
| 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 | | |

SCORE: 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 awhile, 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 resume by describing some team activity in which you worked successfully.

SCORE: 25 to 40

You're a team player some of the time. They're 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.

SCORE: 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 the neighborhood club or volunteer organization and join in their activities.

Part III – Academic Skills

1. **I can understand and speak English and/or French.**
☐ English ☐ French ☐ Both
2. **I am told that I am a good listener.**
☐ Sometimes ☐ Never ☐ Often
3. **I enjoy reading.**
☐ I read when I have to ☐ I love reading ☐ I don't like reading
4. **I can read, understand and sue written material.**
☐ Yes ☐ No ☐ It depends
5. **Do write well in English.**
☐ It depends ☐ Writing is a challenge ☐ Yes, always
6. **I like making a decision.**
☐ Never ☐ All the time ☐ Sometimes
7. **People come to me to help them solve problems at work or home.**
☐ Never ☐ All the time ☐ Sometimes
8. **I am able to solve problems that require basic math skills.**
☐ No problem ☐ Math scares me ☐ I can with effort
9. **I can use technology like computers and fax machines.**
☐ I'm trying to learn ☐ Never used them ☐ I use them all the time
10. **I have specialized training that can be used at work.**
☐ A trade, degree, diploma ☐ Computer skills ☐ No special training

Use the following grading system to calculate your score;

- | | | |
|-------------------|--------------------|-------------------|
| 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 | |

SCORE: 30 or more

You have skills and talents that are valued by employers. Remember, however, that the workplace is constantly changing. A job you do or the 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.

SCORE: 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.