

PARTICIPANT SELF-ASSESSMENT OF ESSENTIAL EMPLOYABILITY COMPETENCIES

Consider adapting the form to an online survey.

Name (First & Last): _____ Date: ____/____/____

Career Interest/Endorsement Area: _____

Please rate yourself on each Essential Employability Competency listed below. The definition for each competency is provided for you. You will rate yourself on a scale of 1-10:

- 10 = You are an expert at this competency
- 5 = Neutral (you know the competency well but could improve on displaying and practicing it)
- 1 = You feel that you are in need of extensive growth and support to be an expert at this competency

Your responses to these competencies will not affect your qualification to participate in a career development experience. They are meant to inform the [managing organization] team on where the best placement is for you to ensure that you feel both successful, challenged and supported throughout your career development experience.

We are here for you if you have any questions or needs!

TEAMWORK & CONFLICT RESOLUTION

I can work cooperatively with others to complete work assignments and achieve mutual goals.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

COMMUNICATION (VERBAL)

I can use English grammar and public speaking, listening, and responding, convey an idea, express information, and be understood by others.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

COMMUNICATION (WRITTEN)

I can use standard business English to ensure that written work is clear, direct, courteous, and grammatically correct.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

COMMUNICATION (DIGITAL)

I can use email, keyboarding, word processing, and digital media to convey work that is clear, direct, courteous, and grammatically correct.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

PROBLEM SOLVING

I can use critical thinking skills to generate and evaluate solutions as they relate to the needs of my team, customer, and company.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

DECISION MAKING

I can use problem solving to implement and communicate solutions.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

CRITICAL THINKING

I can use logic and reasoning to analyze and address problems.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

ADAPTABILITY & FLEXIBILITY

I am open to new ideas and can handle ambiguity based on workplace change and variety.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

INITIATIVE & SELF-DRIVE

I can achieve professional goals and understand personal impact through goal setting.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

RELIABILITY & ACCOUNTABILITY

I can follow through and ensure that my team meets their collective goals through commitment and time management.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

CULTURAL COMPETENCE

I can communicate and work effectively across a multitude of abilities, cultures, and backgrounds.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

PLANNING & ORGANIZING

I can use time management to plan effectively and accomplish assigned tasks.

1	2	3	4	5	6	7	8	9	10
<i>Beginner</i>				<i>Neutral</i>					<i>Expert</i>

For the Essential Employability Competencies that you rated yourself the **highest** on, please provide your reasoning and examples of times that you have practiced or displayed these competencies:

For the Essential Employability Competencies that you rated yourself the **lowest** on, please provide your reasoning and your plan to develop these, along with any needs or questions you might have: