

Employability Skills Self-Assessment Part 1: Personal Management Skills

Employers want people who demonstrate

▶ positive attitudes and behaviour ▶ responsibility ▶ adaptability

These are your Personal Management Skills.

Check the most appropriate answer:

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. I take on projects with confidence and know that I can do a good job.</p> <p>a) Always _____</p> <p>b) Sometimes _____</p> <p>c) Never _____</p> | <p>6. I like to set goals and objectives for myself.</p> <p>a) Always _____</p> <p>b) Sometimes _____</p> <p>c) Never _____</p> |
| <p>2. I tell the truth no matter what the consequences are.</p> <p>a) Sometimes _____</p> <p>b) Most of the time _____</p> <p>c) Never _____</p> | <p>7. People tell me I am well organized.</p> <p>a) Most of the time _____</p> <p>b) Sometimes _____</p> <p>c) Never _____</p> |
| <p>3. I volunteer for extra-curricular activities and look for opportunities to learn new things.</p> <p>a) Always _____</p> <p>b) Only if it interests me _____</p> <p>c) Never _____</p> | <p>8. I get upset when things change.</p> <p>a) Always _____</p> <p>b) Sometimes _____</p> <p>c) Never _____</p> |
| <p>4. I find it difficult to continue with tasks, at home and at school, when problems arise.</p> <p>a) Most of the time _____</p> <p>b) Sometimes _____</p> <p>c) Never _____</p> | <p>9. I like it when people do things differently than I do.</p> <p>a) Usually—I learn from them _____</p> <p>b) Never—they don't do it properly _____</p> <p>c) It depends _____</p> |
| <p>5. I look for new challenges at school and in my spare time.</p> <p>a) Most of the time _____</p> <p>b) Mainly at work _____</p> <p>c) Mainly in my spare time _____</p> | <p>10. I like to think up new and better ways to get my work done.</p> <p>a) Never _____</p> <p>b) Sometimes _____</p> <p>c) Always, it keeps life interesting and improves my productivity _____</p> |