

Employability Skills Self-Assessment Part 3: Fundamental Skills

In today's competitive environment, employers need people who can

- ▶ communicate: ▪ orally and in writing ▪ read and understand instructions ▪ listen well
- ▶ think: ▪ solve problems ▪ analyze issues ▪ use technology ▪ apply skills

These are your Fundamental Skills.

Check the most appropriate answer:

- | | |
|---|--|
| 1. Can you understand and speak English and/or French?
a) English _____
b) French _____
c) Both _____ | 6. Do you like making decisions?
a) Most of the time _____
b) Sometimes _____
c) I find it difficult _____ |
| 2. Have you been told that you are a good listener?
a) Sometimes _____
b) Never _____
c) Often _____ | 7. Do people come to you to help them solve problems at school and/or at home?
a) Never _____
b) All the time _____
c) Sometimes _____ |
| 3. Do you enjoy reading?
a) I read when I have to _____
b) I love reading _____
c) I don't like reading _____ | 8. Can you solve problems that require basic math skills (e.g., balancing a cheque book, making change, working with measurements)?
a) No problem _____
b) Math scares me _____
c) I can with effort _____ |
| 4. Can you read, understand, and use written material (for example, reading a map, or following a recipe or a set of instructions to assemble something)?
a) Yes _____
b) No _____
c) It depends _____ | 9. Can you use technology like computers or fax machines?
a) I'm trying to learn _____
b) Never used _____
c) I use them all the time _____ |
| 5. Do you write well in English and/or French (for example, letters to friends, memos, instructions, or lists)?
a) It depends _____
b) Writing is a challenge _____
c) Yes, always _____ | 10. Do you have a special knowledge or skill that may help you with a future career?
a) Training in music, athletics, or some other field _____
b) Computer skills _____
c) No special knowledge or skill _____ |