

# Employability Skills Assessment



Fill in the circle that best describes your employability skills.

## EMPLOYABILITY SKILLS

NOT VERY LIKE ME → LIKE ME

<b>Effective Relationships</b>	<b>INTERPERSONAL SKILLS</b>					
	• Teamwork	①	②	③	④	⑤
	• Customer service	①	②	③	④	⑤
	<b>PERSONAL QUALITIES</b>					
	• Initiative	①	②	③	④	⑤
	• Adaptability	①	②	③	④	⑤
<b>Workplace Skills</b>	• Professionalism	①	②	③	④	⑤
	<b>RESOURCE MANAGEMENT</b>					
	• Manages time, money, resources and personnel.	①	②	③	④	⑤
	<b>INFORMATION USE</b>					
	• Locates, organizes, analyzes, uses and communicates information.	①	②	③	④	⑤
	<b>COMMUNICATION</b>					
	• Verbal communication	①	②	③	④	⑤
	• Listening	①	②	③	④	⑤
	• Comprehends written material.	①	②	③	④	⑤
	• Conveys information in writing.	①	②	③	④	⑤
	<b>SYSTEMS THINKING</b>					
	• Understands, uses, monitors and improves systems.	①	②	③	④	⑤
	<b>TECHNOLOGY USE</b>					
	• Understands and uses technology.	①	②	③	④	⑤
<b>Applied Knowledge</b>	<b>APPLIED ACADEMIC SKILLS</b>					
	• Academic application	①	②	③	④	⑤
	<b>CRITICAL THINKING</b>					
	• Problem solving	①	②	③	④	⑤
	• Creative thinking	①	②	③	④	⑤
• Goal setting	①	②	③	④	⑤	

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Assessment Completed by: \_\_\_\_\_

*Place this employability skills assessment in the electronic portfolio for your Individual Career Academic Plan (ICAP).*

Source: [Kansas State Department of Education: Measuring and Reflecting Student Learning](#)