

# Workplace Readiness Skills Self-Evaluation Form

You have been developing skills since you were a small child, whether you know it or not. Your school classes, family life, hobbies, out-of-school activities, part-time jobs, and other experiences have all contributed to your skill development. Many skills, sometimes called “soft skills” because they are not specific to a particular job, and are needed in all occupations. If you discover weaknesses in any of these areas, you should make a special effort to practice and develop them further. In addition to the skills noted in the Choices Basic Skills Survey, these are skills that you will use throughout the rest of your life!

## **Professionalism:**

- knowing how to dress appropriately
- greet people and shake hands, introduce myself, make good eye-contact

*High Skill Level      Medium Skill Level      Low Skill Level*  
5-----3-----1

## **Responsibility and Self-Management:**

- punctuality in attendance as well as in completing assignments
- take responsibility for my own actions
- manage time, money and resources
- manage myself by maintaining a positive attitude, thinking of new and better ways to get a job done, and monitoring my own performance
- pride in the quality of my work

*High Skill Level      Medium Skill Level      Low Skill Level*  
5-----3-----1

## **Communication Skills:**

- speak and listen well
- demonstrate courtesy and good customer relations skills
- willing to ask questions

*High Skill Level      Medium Skill Level      Low Skill Level*  
5-----3-----1

## **Teamwork:**

- work well with others
- contribute to the team
- teach others
- respect and appreciate others’ contributions and differences

*Remember-you only have  
one opportunity to make a  
First Impression!*

*High Skill Level      Medium Skill Level      Low Skill Level*  
5-----3-----1

Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_