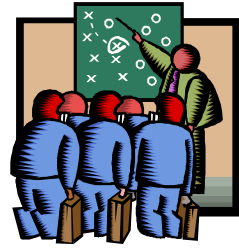


# Employability Skills Quiz



## Part I – Personal Management Skills

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

## What's Your Score? – Personal Management Skills

1.	a-5	b-3	c-0
2.	a-3	b-5	c-0
3.	a-5	b-3	c-0
4.	a-0	b-3	c-5
5.	a-5	b-3	c-2
6.	a-0	b-5	c-3
7.	a-5	b-3	c-0
8.	a-0	b-3	c-5
9.	a-5	b-0	c-3
10.	a-0	b-3	c-5

If you have a score of 40 or more:

- You have good personal management skills
- On your resume, add that you are an excellent organizer or that you are good at coming up with new and creative ideas
- At your interview, impress the employer with a your positive attitude, your determination to get the job done and your willingness to learn

If you have scored between 25 and 40:

- You have some personal management skills
- To improve, be open to new challenges
- Believe in yourself and know that you can do the job

If you have scored less than 25:

- Become organized! Take a course on organizational skills
- Sit down and decide where you want to be five years from now
- Establish these goals and begin working toward them
- Be open to new challenges and expect to take on new tasks

# Employability Skills Quiz



## Part II – Teamwork Skills

1. On the job (or at school within a group), I make an effort to understand and contribute to the goals of the organization (group).
  - a. Always
  - b. Sometimes
  - c. Never
2. Working in a group...
  - a. Makes me nervous
  - b. Takes too much time
  - c. Helps me to get the job done
3. When you work in a group, do you find it hard when you can't do things your own way?
  - a. Always
  - b. Sometimes
  - c. Never
4. Can you plan and make decisions with others?
  - a. Most of the time
  - b. Sometimes
  - c. Not usually
5. Do you respect the thoughts and opinions of others?
  - a. It depends
  - b. Always
  - c. Usually
6. Do you mind when other people offer you their ideas of how to solve a problem or take on a task?
  - a. No, I like it
  - b. It depends
  - c. I would rather figure it out myself
7. Are you comfortable asking others for help and advice?
  - a. Most of the time
  - b. If I know them
  - c. Never
8. Would you like to take charge of a group of people, if they are working on something you know a lot about?
  - a. I'd rather not, but I will
  - b. I couldn't
  - c. Absolutely
9. Do you think others see you as someone they can turn to for help or advice?
  - a. I don't know
  - b. Never
  - c. Sometimes
10. If I had a problem on the job and I knew a co-worker had the answer, I would ask him or her for help.
  - a. Always
  - b. Never
  - c. Sometimes

## What's Your Score? – Teamwork Skills

1.	a-5	b-3	c-0
2.	a-0	b-3	c-5
3.	a-0	b-3	c-5
4.	a-5	b-3	c-0
5.	a-0	b-5	c-3
6.	a-5	b-3	c-0
7.	a-5	b-3	c-0
8.	a-3	b-0	c-5
9.	a-3	b-0	c-5
10.	a-5	b-0	c-3

If you have a score of 40 or more:

- You are a good team player!
- You understand and appreciate the differences in others, and use those differences to the best advantage
- Once in a while you may need to lead a team project
- On your resume, include team activities in which you worked successfully
- At your interview, make sure to let potential employers know that you are a team player

If you have scored between 25 and 40:

- You are a team player some of the time
- Sometimes, you work well in a group
- To improve, consider the ideas and approaches of co-workers, even if they are different from yours

If you have scored less than 25:

- You are used to doing things on your own
- Learn to work well with others
- Listen to what other people have to say
- Offer to help other people to give you practice on working with others
- Find a neighbourhood club or volunteer organization and join in their activities

## Employability Skills Quiz

### Part III – Academic Skills



1. Can you understand and speak English and/or French?
  - a. English
  - b. French
  - c. Both
2. I am told that I am a good listener.
  - a. Sometimes
  - b. Never
  - c. Often
3. Do you enjoy reading?
  - a. I read when I have to
  - b. I love reading
  - c. I don't like reading
4. Can you read, understand and use written material (i.e. reading a map, following a recipe or a set of instructions to assemble a toy or a piece of furniture)?
  - a. Yes
  - b. No
  - c. It depends
5. Do you write well in English and/or French (i.e. letters to friends, memos, instructions or lists)?
  - a. It depends
  - b. Writing is a challenge
  - c. Yes, always
6. Do you like making a decision?
  - a. Never
  - b. All the time
  - c. Sometimes
7. Do people come to you to help them solve problems at work or at home?
  - a. Never
  - b. All the time
  - c. Sometimes
8. Can you solve problems that require basic math skills (i.e. balancing a cheque book, making change or working with measurements)?
  - a. No problem
  - b. Math scares me
  - c. I can with effort
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
10. Do you have special knowledge or training that you could use at work?
  - a. A trade, degree or college diploma
  - b. Computer Skills
  - c. No special training

## What's Your Score? – Academic Skills

1.	a-3	b-3	c-5
2.	a-3	b-0	c-5
3.	a-3	b-5	c-0
4.	a-5	b-0	c-3
5.	a-3	b-0	c-5
6.	a-0	b-5	c-3
7.	a-0	b-5	c-3
8.	a-5	b-0	c-3
9.	a-3	b-0	c-5
10.	a-5	b-3	c-0

If you have a score of 30 or more:

- You have skills and talents that are valued by employers
- Remember, however, that the work place is constantly changing and your skills may need to be upgraded tomorrow
- The key to employment success is education
- Set goals for yourself based on continued learning
- No matter the level of education, think of improving it
- Never stop learning
- On your resume, add that you are adaptable and willing to learn
- At your interview, impress the employer with a your willingness to acquire new skills or take new courses

If you have scored less than 30:

- Your academic skills may need a tune-up
- An employer looks at your level of education and technical skills when hiring
- If you never finished high school, try to do so now
- Take evening and correspondence courses to improve your marks
- Look into a training program at a local community college (talk to the counsellors there)
- Find out what skills are in demand in your area and apply for a course to get them
- If you are interested in a specific trade, find out the required skills and work towards attaining them