

Name _____

Date _____

Job Readiness Self Assessment



Directions: This self-assessment, based on situations that might happen in school or at home, is designed to help you identify some basic strengths and weaknesses as an employee. Answer each question as honestly as possible. Remember, this is to help you.

1. How often are you late for school? (circle one)

once a week more than once a week never once a month

If you circled either of the first two, how can you correct this problem?

2. How often are you absent from school? (circle one)

every few months more than twice a month never seldom

If you circled the second answer, why are you absent so often? How can you correct this problem?

3. When a teacher assigns a major paper or project, when do you begin work on it? (circle one)

next free time within a short period of time when I feel like it when it is due

4. How often do you hand in assignments on time? (circle one)

always 90% of the time 50% of the time 25% of the time never

If you answered anything other than “always,” explain why work is late. What can you do to overcome this problem?

5. When someone in your family is ill or busy and you are asked to do extra work to help out, how do you respond?

6. **When you have to work or be involved with someone you dislike, what do you do?**

7. **If you are working with someone, a teacher, co-worker or another, and he/she loses her temper and yells at you, what do you do?**

8. **Imagine that your family is moving. You have been asked to pack all of your things. You get your stuff packed before the rest of the family. What do you do now?**

9. **Someone tells you a secret, what do you do?**

10. **You promised your little brother that you would take him to see the softball game, then a friend calls and says he has tickets to a rock concert that night. What do you do?**

11. **You are just leaving to go shopping with a friend at the mall and your mother calls and asks you to pick up your little sister at day care because she has to work late. What do you do?**

Interpretation: It may not seem that school and home are related to the world of work, but the habits and attitudes and attitudes you have in the first two places will carry over to the second. Analyze your answers on the following page.

Question	Work Quality	How did you do? How can you improve?
#1	Dependability	
#2	Dependability	
#3	Dependability, Time Management	
#4	Time Management	
#5	Cooperation, Responsibility	
#6	Teamwork, Interpersonal Skills	
#7	Anger Management, Conflict Resolution	
#8	Initiative	
#9	Trustworthy	
#10	Trustworthy	
#11	Cheerfulness, Responsibility	