

Network to Work Meeting

April 2023

ACTIVITY – ASSESSING YOUR EMPLOYABILITY SKILLS

Instructions: Starting below are six tables that focus on one core employability skill, breaking it down into the elements involved in successfully demonstrating that skill. Review each table and consider your own ability with respect to each skill element. Do you think this is an area where you excel? If so, place a check mark in the “Excellent” box. Is this an area where you struggle? Then place a check mark in the “Poor” box. Finally, if you think you are somewhere in the middle, place a check mark in the “Average” box.

It is okay to consult with colleagues who know you well, your host agency supervisor, or friends and family who can give you added insight.

When done, make two lists. First, write down the skill elements you excel in. Then write down some examples of how you have successfully used these skill elements in your work.

The second list should contain any skills that you would like to develop further. Then reach out to your CMPA or Regional Director to see if they are resources to which they can guide you for assistance and support in that regard. You will be invited to share your observations at next month’s Network to Work meeting.

Core Employability Skill #1: Communication			
Skill Elements:	Excellent	Average	Poor
Listening and following instructions			
Speaking clearly and directly			
Tailoring messages for different audiences			
Using appropriate body language			
Being polite and considerate			
Asking questions and sharing information			
Writing persuasively			
Reading			
Understanding people’s needs			
Being confident in new situations			

Core Employability Skill #2: Teamwork			
Skill Elements:	Excellent	Average	Poor
Working with people of different ages, genders, ethnicity and religion			
Working as part of a team towards a shared goal			
Being on time with your contribution			
Being attentive to your responsibilities and not interfering with others			
Noticing and using the skills of your teammates			
Planning or carrying out work so everyone's contributions are included			
Being willing to fill in for others on short notice			
Sharing ideas			

Core Employability Skill #3: Problem Solving			
Skill Elements:	Excellent	Average	Poor
Identifying problems and finding solutions			
Putting solutions into practice			
Solving problems as part of a team			
Inviting others to provide advice			
Showing independence			
Showing initiative			
Use good judgment and make decisions when facts aren't clear			
Addressing customer concerns or complaints			

Core Employability Skill #4: Initiative and Enterprise			
Skill Elements:	Excellent	Average	Poor
Adapting to new situations			
Being creative			
Taking responsibility for projects/tasks and making sure they are completed			
Identifying opportunities not obvious to others			
Determining what needs to be done when there aren't clear directions			
Putting your ideas into words/ action			
Finding ways to improve things			

Core Employability Skill #5: Planning and Organizing			
Skill Elements:	Excellent	Average	Poor
Managing time and priorities			
Setting timeframes and coordinating tasks			
Knowing how to break down an activity into smaller tasks			
Accurately estimating the time and resourcing it will take to complete tasks			
Establishing clear goals			
Managing people and other resources to assist with tasks			
Understanding what needs to be done and planning how to achieve the expected outcomes			

Core Employability Skill #6: Self-Management			
Skill Elements:	Excellent	Average	Poor
Having personal goals and meeting deadlines			
Evaluating and monitoring your own performance			
Seeking and receiving feedback on your performance and behavior			
Adjusting your performance and behavior in order to achieve a better result			
Articulating your own ideas and visions			
Taking responsibility			
Adapting and reorganizing to ensure schedules are met			
Presenting yourself appropriately			
Showing up on time			

I am Excellent in applying these skills	Here are examples of how I successfully used them

I would like to develop these skills further:
