

Employment Assessment- National Employability Skills 2000+

Developed by the Conference Board of Canada. These are the skills you need to enter, stay in, and progress in the world of work- whether you work on your own or as part of a team. These Skills can also be applied and used beyond the workplace in a range of daily activities.

Developing	Competent	Good	Excellent
1	2	3	4

REF.	Assessment Question	Level
	Fundamental Skills The skills needed as a base for further development.	
	Communicate	
1	Read and Understand information presented in a variety of forms. (e.g words, graphs, charts, diagrams)	
2	Write and speak so others pay attention and understand	
3	Listen and ask questions to understand and appreciate the point of view of others	
4	Share information using a range of information and communication technologies	
5	Use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas	
	Manage Information	
6	Locate, gather and organize information using appropriate technology and information systems	
7	Access, analyze and apply knowledge and skills from various disciplines	
8	Decide what needs to be measured and calculated	
9	Observe and record data using appropriate methods, tools and technology	
10	Make estimates and verify calculations	
	Think and Solve Problems	
11	Access situations and identify problems	
12	Seek different points of view and evaluate them based on facts	
13	Recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problems	
14	Identify the root causes of a problem	
15	Be creative and innovative in exploring possible solutions	
16	Readily use science, technology and mathematics as ways to think: gain and share knowledge: solve problems: and make decisions	
17	Evaluate solutions to make recommendations or decisions	
18	Implement solutions	
19	Check to see if a solution works, and act on opportunities for improvement	
	Teamwork Skills The skills and attributes needed to contribute productively.	
20	Understand and work within the dynamics of a group	
21	Ensure the team's purpose and objectives are clear	
22	Be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in the groups	
23	Recognize and respect people's diversity, individual differences and perspectives	
24	Accept and provide feedback in a constructive and considerate manner	
25	Contribute to a team by sharing information and expertise	
26	Lead or support when appropriate. Motivating a group for higher performance	
27	Understand the role of conflict in a group to teach solutions	
28	Manage and resolve conflict when appropriate	

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REF.	Assessment Question	Level
	Participate in Projects and Tasks	
29	Plan, design and carry out a project or task from start to finish with well-defined objectives, criteria and outcomes	
30	Develop a plan, seek feedback, test, revise and implement	
31	Work to agreed quality standards and specifications	
32	Select and use appropriate tools and technology for a task or project	
33	Adapt to changing requirements and information	
34	Continuously monitor the success of a project and identify ways to improve	
	Personal Management Skills	
	The personal skills, attitudes & behaviours that drive one's potential for growth	
	Demonstrate positive attitudes and behaviours	
35	Feel good about yourself and be confident	
36	Deal with people, problems, and situations with honesty, integrity and personal ethics	
37	Recognize your own and others people's good efforts	
38	Take care of your personal health	
39	Show interest, initiative and effort	
	Be responsible	
40	Set goals and priorities balancing work and personal life	
41	Plan and manage time, money and other resources to achieve goals	
42	Assess, weigh and manage risk	
43	Be accountable for your actions and the actions of your group	
44	Be socially responsible and contribute to your community	
	Be adaptive	
45	Work independently or as part of a team	
46	Carry out multiple tasks or projects	
47	Be innovative and resourceful, identify and suggest alternative ways to achieve goals and get the job done	
48	Be open and respond constructively to change	
49	Learn from your mistakes and accept feedback	
50	Cope with uncertainty	
	Learn Continuously	
51	Be willing to continuously learn and grow	
52	Assess personal strengths and areas for development	
53	Set your own learning goals	
54	Identify and access learning sources and opportunities	
55	Plan for and achieve your learning goals	
	Work Safely	
56	Be aware of personal and group health and safety practices and procedures, and act in accordance with these	

Actions for Improvement

Job Description and Duties

Please describe your job and the duties that you perform during your shifts.