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

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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 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  
   b. I couldn’t
   c. Absolutely
   I will

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
   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

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