

DOUGLAS-CHEROKEE TALENT SEARCH

Employability Skills Self-Assessment

Student Name _____

What job will you likely seek out after college? _____

SKILL	I'm Great at This	I'm Okay at This	I Need to Work on This
COMMUNICATION			
Actively listening to others			
Sharing information with appropriate parties			
Understanding what non-verbal communication is and how it affects others			
Speaking clearly and directly			
Empathy			
Public speaking or speaking in front of groups			
Speaking with confidence			
Respecting others' views and opinions			
The ability to give proper feedback			

SKILL	I'm Great at This	I'm Okay at This	I Need to Work on This
PROBLEM SOLVING			
Developing creative and innovative solutions			
Not afraid to ask questions or seek advice			
Being assertive and analyzing to discover root causes of problems			
Thinking "outside the box"			
Teamwork			
Applying various problem solving strategies			
Follow-up and follow-through			
Making sure problems are resolved with a clear solution			
Learning from past mistakes			

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SKILL	I'm Great at This	I'm Okay at This	I Need to Work on This
SELF-ADVOCACY			
Not afraid to speak up for myself			
I am not afraid to handle my own issues			
I know how to solve problems			
I reach out to others when I need help			
Confidence			
Critical thinking (analyze, observe, evaluate information, form opinion)			
Leadership skills			
Problem solving			
I understand my weaknesses and my strengths			

SKILL	I'm Great at This	I'm Okay at This	I Need to Work on This
SELF-MANAGEMENT			
Setting goals			
Managing your own learning			
Effective study habits			
Time management			
Setting priorities			
Planning effectively			
Being willing to learn new things			
Taking initiative			
Being resourceful			
Adapting to change and new situations			
Being creative			
Believing in yourself			
Positive self-esteem			

Talent Search Adviser Only:			
	G	O	NW
C:	_____	_____	_____
PS:	_____	_____	_____
SA:	_____	_____	_____
SM:	_____	_____	_____

