

**Port Colborne Secondary School
Cooperative Education**

Personal & Work Skills Assessment

Knowing what employers expect of you is Step One.

Rating yourself as an employee is Step Two.

Read each statement and check the response that best describes you.

At work, I considered myself to be ...

STATEMENTS	Yes	Sometimes	No
<p>Hardworking I get tasks done on time.</p> <p>If business or my workload slows down, I look for other tasks I can do until things get busy again.</p>			
<p>Enthusiastic I have a positive attitude at work.</p> <p>I am eager to learn new skills and tasks.</p> <p>I want to learn more about the organization I work for.</p> <p>I ask questions at my placement.</p>			
<p>Dependable I show up for every shift I am scheduled for.</p> <p>I get to work on time.</p> <p>I don't take longer breaks than I am entitled to.</p> <p>I finish tasks I am given.</p>			
<p>Helpful I offer help if others need it.</p> <p>I look for ways to be part of the team.</p>			
<p>Friendly I make an effort to meet new people.</p> <p>I enjoy talking with co-workers during breaks or at lunch.</p> <p>I provide polite and respectful service to my customers.</p>			

<p>Able to work well with others</p> <p>I am a team player.</p> <p>I know how to work in a team to get the job done.</p> <p>I treat my co-workers with respect.</p>			
<p>Professional</p> <p>I dress appropriately for my job.</p> <p>I speak positively about my employer, my co-workers and customers.</p> <p>I am honest and trustworthy.</p> <p>I am clean and well groomed when I arrive at work.</p>			

If you answered mostly “yes,” you have a good idea of what it takes to stay employed. Do you think your employer would agree with your self-assessment? Why or why not?

If you answered “no” to any of the skills above, take a closer look and ask yourself why. How is this affecting your work placement?
