Employability Skills Questionnaire

The more time you spend finding out about YOU the more likely you are to make good decisions about your future.

This questionnaire contains 21 questions designed to make you think about your skills, and help you to identify which key skills you think you need to improve to get a job.

*Required

Getting a job isn't just about having the 'right' qualification - it's about your attitude, behaviour, skills and abilities. These are known as employability skills.

Student Name *
Please enter your surname followed by your first name eg Barnes Jenny
Heidi Porter

Name of Tutor *
Jo Sanders

Department *
If you are unsure of the name of your department please ask your tutor
- Art & Design
- Construction, Engineering & IT
- Hospitality, Hair & Beauty, and Floristry
- Sport, Care & Public Services
- TEMPA
- Business, Travel & Tourism

Qualification *
Which level course are you studying? If unsure please ask your tutor
- Level 1
- Level 2
- Level 3 yr 1
- Level 3 yr 2

Name of your course *
Using the drop down menu below select the course you are studying
Art & Design

Key employability skills

Now rate how confident you feel about the following key employability skills
### Timekeeping *
Are you always on time for college and part-time work?

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**low skill level**  
**high skill level**

### Attendance *
Do you turn up every day for college/job and are you a green light on etracker?

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**low skill level**  
**high skill level**

### Personal appearance *
Do you have a clean and tidy appearance - wear the right clothes for the job?

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**low skill level**  
**high skill level**

### Ability to work in a team *
Are you able to work well with others? Have you planned an outing or activity with other people? Regularly played team games?

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**low skill level**  
**high skill level**

### Ability to follow instructions *
Can you follow an instruction manual or recipe without help? Can you listen to your teacher and understand what they tell you to do?

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**low skill level**  
**high skill level**

### Initiative *
Do you look around for jobs than need doing, don't wait to be asked?

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**low skill level**  
**high skill level**

### Enthusiasm *
How interested are you in your course? Are you someone who throws themselves into things and has a positive attitude to learning?

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**low skill level**  
**high skill level**

### Written communication *
Achieved a C at GCSE in English? Confident reading, writing and using correct spelling and punctuation?
1 2 3 4 5 6 7 8 9 10

low skill level ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ high skill level

Verbal Communication *
How good are you at listening and talking to people. Have you made a telephone call to request information? Would you be happy to talk to an employer on the telephone? Can you persuade others to a point of view?

1 2 3 4 5 6 7 8 9 10

low skill level ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ high skill level

Numeracy *
How confident are you about doing calculations or using Maths? Have you achieved a Grade C at GCSE?

1 2 3 4 5 6 7 8 9 10

low skill level ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ high skill level

IT Skills *
Can you use the internet to research information? Can you word process and format a piece of work? Can you create and use spreadsheets? Do you have a higher level IT skill in web design, animation, photoshop or programming?

1 2 3 4 5 6 7 8 9 10

low skill level ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ high skill level

Practical Skills *
Are you good at making things? Are you able to fix or mend things?

1 2 3 4 5 6 7 8 9 10

low skill level ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ high skill level

Health & Safety Awareness *
Do you know how to keep yourself and others safe at work?

1 2 3 4 5 6 7 8 9 10

low skill level ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ high skill level

Customer Service *
Do you have experience of providing customer service? Are you good at listening and talking to people you don't know? Could you resolve a customer complaint in a calm and friendly manner?

1 2 3 4 5 6 7 8 9 10

low skill level ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ high skill level

Which skills have you rated 8 and above? *
Click on the boxes below to answer

☐ Timekeeping
What evidence can you supply to back up these high scoring skills? *

You may wish to write a paragraph explaining where and when you showed this skill, or alternatively, you could take photos or a video - in this case just write in the box below where you have stored this information eg photo on mobile. It is a good idea to spend some time on this evidence as it will come in handy when you prepare your CV or attend a job interview. If you don't yet have any evidence write how you are going to capture this information?

I have good time keeping at college which would be shown on Etracker on the college website. Attendance can be evidenced also on Etracker where it will show how much percentage I have turned up at college and would also be on my past pay slips to see if I had been paid correctly for the right amount of hours.

For personal appearance I would say I dress well suited for the occasion. For example I wear the correct uniform to work and dress formally for interviews.

The skills for the ability to work in a team can be evidenced where I work as I work in an express store which is about team building and working together.

I follow instructions well which is evidenced again within my job as I follow rules of what needs to be done, Also at college where I follow a brief to complete each project.

My initiative is reasonably good as for example if it goes quiet whilst at work (on the till) I will start to other jobs near the till to help out the others for example facing up the shop before close or putting away items customers didn't want.

Enthusiasm comes naturally when it's something I love, for evidence I would show all my grades I have achieved in my college courses (certificates).

For written communication and numeracy I would show my GCSE grades that I achieved. I gained a B in Maths and B in English. In IT I think it easily shows by working on a computer everyday, also evidence in my GCSE as I passed.

I have followed several health and safety training worksheets at work.

My customer service skill is shown in my job as I'm constantly talking to customers checking that they found everything they needed etc.
Now click on `file` and print 2 copies of your form

Give one copy to your tutor