



ATTITUDE, SKILLS & KNOWLEDGE

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SELF ASSESSMENT TOOL



# SKILLS READY SELF-ASSESSMENT TOOL



**ARE YOU WORK READY?** Everyday you are developing the attitudes, skills and knowledge that employers look for in new workers. From positions on the soccer team to the projects you take on at home – you are continually learning and developing yourself to be ready to begin a career after high school. With small changes, you can ensure you are Skills Ready.

## GET STARTED:

- 1. Review** the following pages, how ready are you? Record your assessment value in the table below.
- 2. Reflect** on your strengths and the areas you feel you are not yet meeting expectations. What steps can you take to improve your readiness?
- 3. Research** the ways that you can prepare yourself to become more ready for the work place.
- 4. Represent** yourself! Refer to the attributes that you feel best demonstrate your readiness when preparing a resume or speaking with future employers to show that you are Skills Ready.

Find out more and become a FutureBuilder  
[SkillsReady.ca](https://SkillsReady.ca)

ATTITUDE	ATTRIBUTE AND CRITERIA		ASSESSMENT VALUE
	Hard Working	Punctual & Dependable	
Diligent			
Positive Mindset			
Willing & Ready to Learn			
Willing & Ready to Learn	Inquisitive		
	Problem Solver		
	Self Reflective		
Responsible	Accountable		
	Determined		
	Organized		
	Safe		
A Team Player	Co-operative		
	Engaged		
	Lead & Support		
Initiative	Motivated		
	Responsive to Change		

SKILLS	ATTRIBUTE AND CRITERIA		ASSESSMENT VALUE
	Communicate Effectively	Listen	
Explain			
Seek Clarification			
Read & Write	Writing		
	Reading		
Apply Mathematics	Numeracy		
	Calculation		
	Geometry		
Operate Tools & Machinery	Hand & power tools		
	Spatial Awareness		
	Material Usage		
	Use Technology		
Perform Technical Skills	Digitally Literate		
	Measure		
	Cut		
	Join		

KNOWLEDGE	ATTRIBUTE AND CRITERIA		ASSESSMENT VALUE
	Find Out More About Industries and Careers	Identify Career Options	
Explain Training & Certification Systems			
Can Apply Industry Terminology			
Know How to Work Safely	Knowledge of Safety Regulations		
	Knowledge of Safe Work Practices		



# ATTITUDE

Committed, punctual, eager and able to learn, focused on work, able to solve problems, works well on a team and demonstrates initiative. Always chooses a safety-first approach to every job.



I AM / I HAVE	ATTITUDE	1 NOT YET MEETING EXPECTATIONS	2 APPROACHING MEETING EXPECTATIONS	3 MEETING EXPECTATIONS	4 EXCEEDING EXPECTATIONS
HARD WORKING	Punctual & Dependable	<p>I am frequently late or absent.</p> <p>I am still getting ready when work starts and finish early.</p> <p>I am never available for overtime.</p> <p>I frequently ask for time off.</p>	<p>I am seldom late or absent.</p> <p>I am sometimes prepared to start at the beginning of the day.</p> <p>I am seldom available for overtime.</p> <p>I seldom ask for time off.</p>	<p>I am never late and rarely absent.</p> <p>I am prepared to start with Personal Protective Equipment and gear on at the beginning of the day.</p> <p>I am often available for overtime.</p> <p>I rarely ask for time off.</p>	<p>I arrive early and don't leave until things are closed up for the day.</p> <p>I volunteer to take on overtime, including weekends.</p> <p>I offer to make up for any time off.</p>
	Diligent	<p>I am a sloppy worker and inattentive to quality.</p> <p>I often skip or ignore procedures to avoid work.</p>	<p>I show concern for quality.</p> <p>I usually follow directions but may be slow or forget procedures.</p>	<p>I complete my tasks and am careful to produce good quality work.</p> <p>I am careful to follow direction and work efficiently and safely.</p>	<p>I take pride in my work and I have a high attention to detail.</p> <p>I enjoy precision work.</p> <p>I follow direction, use time carefully, and find efficiencies as appropriate and safe.</p>
	Positive Mindset	<p>I complain frequently.</p>	<p>I am hesitant to take on new, difficult, or challenging tasks.</p>	<p>I want to participate and am engaged when completing my tasks.</p>	<p>I enjoy my work and I am willing to take on challenging tasks.</p>
WILLING & READY TO LEARN	Inquisitive	<p>I do not ask questions.</p>	<p>I sometimes ask questions.</p>	<p>I ask questions to understand &amp; learn more.</p>	<p>I proactively anticipate challenges and ask questions before starting tasks.</p>
	Problem Solver	<p>I only see problems.</p>	<p>I can identify problems, but struggle to find solutions.</p>	<p>I offer solutions and ideas to problems I identify.</p>	<p>I apply what I have learned to anticipate problems and find solutions.</p>
	Self Reflective	<p>I am unaware of my skills and knowledge gaps and am not interested in improving my work.</p> <p>I do not set goals.</p>	<p>I am reluctant to learn and have trouble identifying my skills and knowledge gaps.</p> <p>I sometimes show interest in setting short or long term goals.</p>	<p>I can demonstrate a realistic understanding of my skills and knowledge. I am open to input for growth.</p> <p>I set and share short term goals. I have a long term career goal in mind.</p>	<p>I can identify gaps in my skills and knowledge and seek advice on how I can improve.</p> <p>I set personal goals to improve at work. I can express a long term career and life goal.</p>



# ATTITUDE



I AM / I HAVE	ATTITUDE	1 NOT YET MEETING EXPECTATIONS	2 APPROACHING MEETING EXPECTATIONS	3 MEETING EXPECTATIONS	4 EXCEEDING EXPECTATIONS
RESPONSIBLE	Accountable	I do not take responsibility for my mistakes and I do not act to correct them.	I avoid responsibility for my mistakes and will correct errors when told to.	I identify, own and correct my mistakes with minimal direction.	I identify, own, and correct my mistakes and seek help to improve my performance.
	Determined	I give up on tasks I see as difficult.	I most often complete tasks I start.	I complete the tasks I start with minimal direction.	I complete the tasks I start without direction.
	Organized	I am disorganized and I do not clean up.	My workspace, tools and materials are somewhat disorganized. I won't clean up unless directed.	My workspace is organized and tidy with all tools required at hand.	I keep an organized and tidy workspace and end the day by planning what will be required for the next day.
	Safe	I take risks that expose myself and others to harm.	I am concerned for others and follow safe work practices most of the time.	I ask before I expose myself or others to risks. I follow safe work practices at all times.	I take steps to minimize risks for myself and for others. I seek to learn more about safe practices from others.
A TEAM PLAYER	Co-operative	I am unwilling to do what is asked.	I am hesitant to get involved, but will support others when I am asked.	I see myself as part of a team and will follow direction.	I see myself as part of a team and actively support others.
	Engaged	I blame others and see others as responsible for helping me.	I am often disengaged or off track.	I am engaged in the task at hand.	I am engaged in the task at hand and can identify ways to increase my efficiency.
	Lead & Support	I offer opinions out of turn and do not listen.	I have limited input into meetings or planning.	I am able to offer and receive constructive input.	I demonstrate leadership qualities and contribute positively to my team.
INITIATIVE	Motivated	I need to be told to start a job and directed through each step.	I know what needs to be done, but wait to be told what to do.	I can be left to finish a job and will assist others without being asked.	I see something that needs to be done and take proactive steps to do it myself when safe and appropriate.
	Responsive to Change	I find it difficult to adapt to new situations.	I like routine and resist change.	I am open to taking on new roles or challenging jobs, but require time to adapt.	I adapt quickly to new circumstances or roles.



I CAN / I AM	SKILLS	1 NOT YET MEETING EXPECTATIONS	2 APPROACHING MEETING EXPECTATIONS	3 MEETING EXPECTATIONS	4 EXCEEDING EXPECTATIONS
COMMUNICATE EFFECTIVELY	Listen (understanding instructions)	I have difficulty following instructions.	I can follow short spoken instructions.	I can follow moderately complex instructions with multiple steps, but may require coaching.	I can follow moderately complex instructions with multiple steps.
	Explain	I have difficulty explaining thoughts and opinions.	I can sometimes clearly explain thoughts and opinions.	I can often explain moderately complex thoughts, instructions and opinions.	I can consistently explain moderately complex thoughts, instructions, and opinions.
	Seek Clarification	I struggle to ask or answer questions.  I do not seek clarification.	I can sometimes ask and answer clear questions.  I seldom seek clarification.	I can often ask and answer moderately complex questions.  I often seek clarification.	I can consistently ask and answer moderately complex questions.  I consistently seek clarification.
READ & WRITE APPROPRIATELY FOR THE WORK SETTING	Writing	I lack basic writing skills.	I am able to fill in and add comments to forms or schedules.	I am able to express my ideas and opinions in written form.	I am able to write complex entries and describe events in forms or reports.
	Reading	I am unable to understand warnings written on signs, labels, and packaging.	I understand some warnings written on signs, labels, and packaging.  I understand product use instructions.	I understand warnings written on signs, labels, and packages.  I understand product use instructions and can read some drawings.	I understand warnings written on signs, labels, and packages and can explain them when asked.  I understand a variety of operating manuals and can read drawings. I can explain processes when asked.
APPLY MATHEMATICS APPROPRIATELY	Numeracy	I understand and can add, subtract, multiply, divide, and round the following: <ul style="list-style-type: none"> <li>• Whole numbers</li> </ul>	I understand and can add, subtract, multiply, divide, and round the following: <ul style="list-style-type: none"> <li>• Whole numbers</li> <li>• Decimals and percentages</li> <li>• Basic fractions</li> </ul>	I understand and can add, subtract, multiply, divide, and round the following: <ul style="list-style-type: none"> <li>• Whole numbers</li> <li>• Decimals and percentages</li> <li>• Fractions</li> </ul>	I understand and can add, subtract, multiply, divide, and round the following: <ul style="list-style-type: none"> <li>• Whole numbers</li> <li>• Decimals and percentages</li> <li>• Complex fractions</li> </ul>
	Calculation	I cannot do calculations without a calculator.	I require a calculator for most calculations, but not all of them.	I can do basic calculations without a calculator.	I can do complex calculations without a calculator.
	Geometry	I can identify and use geometric shapes, signs and symbols.	I can calculate angles on most shapes and can use shapes, signs and symbols to represent complex objects.	I can calculate angles and can use shapes, signs and symbols to represent complex objects.	I can calculate complex angles as well as create and interpret 2D or 3D drawings.



I CAN / I AM	SKILLS	1 NOT YET MEETING EXPECTATIONS	2 APPROACHING MEETING EXPECTATIONS	3 MEETING EXPECTATIONS	4 EXCEEDING EXPECTATIONS
OPERATE TOOLS & MACHINERY	Proficient at using hand & power tools	I require supervision when using hand and power tools.  I do not know how to take care of tools.	I can identify and use most hand tools independently, but require monitoring when using power tools.  I am hard on tools and do not maintain them.	I can identify and use many hand and power tools without supervision.  I may require direction on maintenance of equipment.	In addition to most hand and power tools, I can identify, use and maintain some gas powered equipment and/or powder-actuated tools.  I use tools efficiently and keep them in working order.
	Spatial Awareness	I am unaware of my space.	I am somewhat spatially aware.	I am spatially aware and can move safely around machinery.	I am spatially aware and can move efficiently and effectively around machinery to ensure productivity and safety.
	Material Usage	I waste materials.	I am careful to not waste materials.	I am attentive to waste and plan out material use	I identify ways to reuse materials and reduce waste.
USE TECHNOLOGY	Digitally Literate	I am not comfortable using technology or computers.	I can use technology and computers if required.	I am comfortable using technology and computers to complete tasks.	I am proficient at using computers and various forms of technology to complete tasks.  I can explain how others can use computers and technology to complete tasks.
PERFORM TECHNICAL SKILLS APPROPRIATELY FOR THE WORK SETTING	Measure	I am unable to perform measurement tasks.	I can measure most distances, weights, volumes, temperatures and/or angles.  I understand and can use either Metric or Imperial measurements.	I can measure distances, weights, volumes, temperatures and angles.  I understand and can use both Metric and Imperial measurements.	I can accurately estimate and measure distances, weights, volumes, temperatures and angles.  I understand, can use and can convert between Metric and Imperial measurement units.
	Cut	I am unaware of proper methods or tools.	I am familiar with some methods and tools but I can only operate these with supervision.	I am familiar with some methods and tools and I can operate these without supervision.	I am familiar with many methods and tools and I can operate these without supervision.
	Join	I cannot identify and use appropriate techniques or materials.	I can identify and use some techniques and materials.	I can identify and use basic techniques and materials.	I have the ability to identify and apply the appropriate techniques and materials in most applications.



# KNOWLEDGE

Understands the bigger picture, including what kind of opportunities are available within their desired industry. Works safely and is familiar with the various training and certification systems.



I CAN	KNOWLEDGE	1 NOT YET MEETING EXPECTATIONS	2 APPROACHING MEETING EXPECTATIONS	3 MEETING EXPECTATIONS	4 EXCEEDING EXPECTATIONS
FIND OUT MORE ABOUT INDUSTRIES & CAREERS	Identify Careers Options	I don't know about trade programs or career pathways that interest me.	I know some courses or programs and can identify a career pathway that interests me.	I understand multiple career pathways and I am developing a post-graduation training plan to help me get to where I want to go.	I understand multiple career pathways, I have a training plan and a post-graduation work experience goal in action.
	Explain the Training & Certification Systems	I don't know about the training or certification systems in any sectors that interest me.	I know that training and certification is required, but don't know how to access it.	I know the requirements for technical and work based training in my sector.	I can explain the processes involved in obtaining the training and certification required in my sector.
	Can Apply Industry Terminology	I do not know industry terms including those related to sector procedures, techniques, materials or tools.	I know some industry terms including those related to sector procedures, techniques, materials or tools.	I know and can accurately use terms related to the sector and job I'm most interested in.	I know and can accurately use and explain terms related to the sector and job I'm most interested in.
KNOW HOW TO WORK SAFELY	Knowledge of Safety Regulations	I don't know what Personal Protective Equipment is or where it will be needed and cannot identify hazards.  I do not know or follow safety procedures.	I recognize the need for Personal Protective Equipment and can identify work site hazards.  I can follow safety procedures when directed.	I recognize the need for Personal Protective Equipment and can identify work site hazards.  I follow safety procedures at all times and am actively involved in contributing to a safety first workplace.	I am independently pursuing training to increase my ability to lead safety procedures (for example, First Aid Training).
	Knowledge of Safe Work Practices	I do not know the risks associated with the workplace.	I have to be reminded of the risks and safe work practices when working on my own or with others.	I demonstrate that I know and can describe risks. I apply safe work practices when working on my own or with others.	I demonstrate safe work practices at all times and I can interpret, explain and write inspection or maintenance reports.

# DO YOU MEET OR EXCEED EMPLOYER EXPECTATIONS? IF NOT, WHAT'S NEXT?

## YOU ARE MORE READY THAN YOU THINK.

After completing the self assessment, set aside some time to reflect on areas you may want to improve. If you determine that you are not yet meeting expectations in a specific area, what can you do to help move yourself up to a meeting or exceeding expectations level?

Focus, Plan and Take Action to get your start in the workforce.

Discover #FutureBuilder tools and create a profile at:

[SkillsReady.ca](https://www.skillsready.ca)

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