

Employment Skills Assessment

Education

| School Name | Years Attended | Degree Recieved | Major/Studies |
|-------------|----------------|-----------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

Work History

| Workplace | Start & End Dates | Primary Duties |
|-----------|-------------------|----------------|
| | | |
| | | |
| | | |
| | | |

What are some of your technical job skills? What skills have you gained in past jobs or in your personal life?

What are some of your soft skills? These are your personal strengths, like communication or problem-solving.

What technology are you comfortable with? Computers, cash registers, phone systems, motor vehicles, etc.

What are you interested in? What hobbies or projects do you work on outside of work?

What are your professional goals? What kind of work would you like to do years from now?

Check the box that best corresponds with your feelings about each of the following statements:

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

| | | | | | |
|--|--|--|--|--|--|
| I enjoy meeting and speaking with new people. | | | | | |
| I prefer working with my hands and making things to working with computers and numbers. | | | | | |
| I enjoy learning new things and solving new problems every day. | | | | | |
| I enjoy managing others and leading teams in a business setting. | | | | | |
| I prefer to work alone or with minimal collaboration with my teammates. | | | | | |
| I enjoy learning about and working with new technology. | | | | | |
| I consider my communication skills to be one of my strongest assets. | | | | | |
| I enjoy caring for others (i.e. the elderly, children, animals, people with disabilities, etc.). | | | | | |
| I consider myself to be artistically talented and enjoy doing creative things. | | | | | |