

Employability Skills Survey *Entry level skills basic to multiple work settings*

Range: 5-Meets the skill to 1-Lacks the skill		Not applicable	Directions: Referring to employees 16- 25 years old, hired in the past 2 years; indicate their skill level at the time they were hired. Scale: 5- meets the skill, 1- lacking the skill	Company _____ Responsibilities of person completing survey (check all that apply): _____ hiring _____ supervising _____ training		
			Communication	Fundamental Skills		
5	4	3	2		1	Reads independently, understands and interprets information
5	4	3	2		1	Speaks clearly and directly
5	4	3	2		1	Writes appropriately and so others can understand
5	4	3	2		1	Listens and conveys understanding
			Use of numbers			
5	4	3	2		1	Can estimate and perform basic mental calculations
5	4	3	2		1	Can use calculator and verifies calculations
5	4	3	2		1	Can take measurements and record data using appropriate methods
			Technology			
5	4	3	2		1	Knows uses of basic technology: computer, word processing, email, etc.
5	4	3	2		1	Is willing and able to learn required technology used on the job
			Problem solving			
5	4	3	2	1	Assesses situations and identifies problems	
5	4	3	2	1	Develops practical solutions	
5	4	3	2	1	Takes initiative and makes decisions	
5	4	3	2	1	Resolves customer concerns in an effective manner	
			Attitudes and behaviors	Personal Management Skills		
5	4	3	2		1	Deals with people and situations with honesty, integrity and personal ethics.
5	4	3	2		1	Recognizes own and other peoples' good effort
5	4	3	2		1	Responds appropriately to direction and criticism from supervisors
5	4	3	2		1	Shows interest, initiative, and effort
			Responsibility			
5	4	3	2		1	Comes to work as scheduled and on time
5	4	3	2		1	Is dressed appropriately
5	4	3	2		1	Sets priorities balancing work and personal life
5	4	3	2		1	Works independently, is self motivated
5	4	3	2		1	Can manage time and resources
5	4	3	2		1	Is accountable for the actions of self and of the group
5	4	3	2		1	Uses personal and group safety practices and procedures
			Adaptability and flexibility			
5	4	3	2		1	Is open to and responds constructively to change; adapts to new situations
5	4	3	2	1	Learns from mistakes and accepts feedback	
			Continuous learning			
5	4	3	2	1	Is willing to learn in variety of settings, on and off the job	
			Work with others	Teamwork		
5	4	3	2		1	Can work with people of different ages, gender, race or belief systems
5	4	3	2		1	Can work as an individual and as a member of a team
5	4	3	2		1	Accepts and receives feedback effectively
5	4	3	2		1	Manages and resolves conflict when appropriate
5	4	3	2	1	Works to agreed quality standards and specifications	
Strength & area of concern- for new hires, note their greatest strength and weakness.						