

Employability Skills Checklist

This checklist is designed to help you focus on areas which are important for employment.

Do you or Can you...	Yes	No	Not Sure
1. List, in order, the careers that most interest you?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Chose three jobs you might want that match your abilities, interests, education, and experience?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. List general education requirements for three career clusters that match your career interests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. List things which influence your lifestyle and how these things affect career choice (e.g. your friends, or neighborhood where you live)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Describe the physical conditions you would agree to have in a work situation (loud or quiet, outdoors or indoors)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Describe the work hours you would agree to work (9 to 5, night shift)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Describe where you prefer to work (in the city, country, suburbs, close to your home, far away)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Make a decision and then figure out a plan to meet your goals or solve your problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Tell how and where to collect information to help you make decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Understand and use the information you have collected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Review and update your plans regularly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. List and describe ways to find out where the job openings are?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Use networking, the Internet, and newspapers to find work or job openings?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Find and use information which will help your predict the job outlook for the job that you are interested in at the local/national level?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Know where and how to find information about getting money for education and training?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Know activities and opportunities that allow you to gain work experiences and skills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Fill out a job application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Write a resume?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Describe the steps in applying for a job?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Do you know your Social Security Number and how and when to use it?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Describe how to get a work permit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22. Describe the child labor laws regarding work hours and age limitations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

23. Describe the correct steps to take to apply for vacation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Describe the correct steps to take when you are too ill to report to work or when you get sick at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Describe how bosses expect you to act toward your work or behave on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Describe what you should do when you have a work problem on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Explain how to handle problems with other employees on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Describe why you need to be willing to make changes and to adjust in a work situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Tell how your own habits, behaviors, and feelings affect others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Describe what the safety rules are in a work situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Describe what steps to take if there are unsafe working conditions at a job site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Know about employee rights and discrimination (unfair treatment) in terms of sex, race and age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Explain what you should do if you feel you have been unfairly treated on the job because of sex, race, and age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Describe how to file a complaint in specific work situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Read and understand a pay statement or pay stub?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Describe types of extra benefits you want in a job (e.g. retirement, insurance, or vacation)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Describe a job ladder for your career that shows steps or levels for moving up in the company (e.g. stock boy to sales clerk)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Write a plan for getting any education, training, or experience you need for a specific job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Find one job to enter as a first step in your career?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Describe how you should act during a job interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Describe how you should act during a job interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Respond appropriately to questions during a job interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. List questions that would be proper to ask during a job interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Tell what is the federal minimum wage and any exceptions to earning the minimum wage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Describe how to file a complaint in a specific work situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Give reasons employers promote employees and give them raises (e.g. seniority or number of years with the company)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Explain how to ask for a raise in pay in a specific work situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

48. Describe how businesses regularly evaluate (grade) employees in a specific work situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Describe what types of additional education, training, and experience are needed for growth in a specific work situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Describe how to avoid being unhappy with your job (work alienation)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Identify reasons why people want to or are forced to change jobs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>