

Employability Skills- Will I be a productive employee?

Student name:

Objective: to obtain a perspective on employability skills from the Employer to Employee.
Evaluate your Employability Skills.

Watch this video: [21st Century Skills](#)

Employability Skills - soft skills are very important in success in the career world.

How do you stack up?

Thoughts from the video: Agree or Disagree and why. Do you have any of the skills listed in the video? What are they, list them.

If you were an **Employer** what skills do you think would be the most important in an employee? and why?

- 1.
- 2.
- 3.

What are your top **Employability Skills** according to the Employability hand out and the activity from the beginning of the class hour that you would be a benefit to an Employer.

- 1.
- 2.
- 3.

Next take an employability assessment that will give you results in the areas of Employability Skills that employers are seeking in their Employees.

<http://www.kent.ac.uk/careers/sk/skillstest.html>

What are you employability skills from the assessment?

Do you agree and why with the results of this skill assessment?

Results- Fill in the results given to you after the assessment is completed.

Skill	Result	Agree/Disagree why?
Written		
Verbal Communication		
Analysing		
Planning/Organizing		
Leadership		
Persuading		
Cooperating		
Numeracy		

You will be now directed to a few assessment geared towards specific employability skills.

In **Cooperating** take the Team Working Skills assessment

Results- record the results given at the end of the assessment and your reaction to the score.

Skills	Score	Agree/Disagree why?
Evaluation		
Ideas Person		
Leader		
Compromiser		
Summarizer		
Recorder		
Encourager		

Top Ten Skill (according to the assessment results - which one was highlighted for you?)

How will this skill benefit you in future careers?

Time Management Questionnaire

Results- record the results at the end of the assessment and you reaction to the score.

Skills	Results	Agree/Disagree Why?
Setting Goals		
Breaking Down tasks into steps		
Prioritizing		
Using Lists		
Preserving when things get difficult		
Organizing your work, meeting deadlines		
Revising for examinations		
Avoiding Procrastination		

How will Time Management affect your career choice?

For those of you that like math.....

Take the Numerical Test in that section: Good Luck

Score: _____ what does that score mean?