

# Foundation Skills Self-Appraisal

## Instructions

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### Step 1:

*Read each statement on the next page and check the box that best describes your typical behavior.*

### Step 2:

*Review the appraisal according to the following sections to determine your workplace foundation skill areas of strength or weakness:*

<b>Basic Workplace Skills</b>	Statements 1-9
<b>Basic Employability Skills</b>	Statements 10-15
<b>Basic Workplace Knowledge</b>	Statements 16-23
<b>Lifelong Learning Skills</b>	Statements 24-30

### Step 3:

Discuss your results with a partner and your instructor. Talk about your areas of strength and how they can help you on the job. Talk about the areas you can improve and why. Then, work with your instructor to develop a plan to strengthen those areas you need for success on the job. One part of your plan will be to learn more about how to apply specific strategies to improve your foundation skills and knowledge.

<i>Read the statements below and check the boxes that are most like you.</i>	Almost never like me	Sometimes like me	Quite a bit like me	Almost always like me
1. I understand what I read.				
2. When my supervisor tells me how to do something, I understand and go do it.				
3. I can write clearly and others can understand it.				
4. When I talk with my supervisor, I am understood.				
5. I can do math including fractions, decimals and percentages.				
6. While I work, I pay attention to what is going on around me.				
7. I can use the computer with ease.				
8. I can use e-mail and the Internet.				
9. When I need something to do a job, I go find it.				
10. I have few conflicts with other people at work.				
11. I am on time for work.				
12. I release stress in healthy ways.				
13. I work well in a team.				
14. I solve problems at work.				
15. I make decisions at work.				
16. Safety is important to me at work and at home.				
17. I understand how this company operates.				
18. I know who to go to if I have a problem at work.				
19. The quality of my work is important to me.				
20. I understand how this company makes a profit.				
21. I understand the parts of my paycheck.				
22. I know what product or service this company provides.				
23. I know how I help provide that product or service.				
24. I enjoy learning something new every day.				
25. I learn as much as I can when I begin a new project.				
26. I have set educational goals for professional development.				
27. I have used skills at work that I learned in life.				
28. I have used my work skills outside my work place.				
29. I am flexible when changes happen at work.				
30. I am willing to learn new skills when my work changes.				

## Learn More and Improve Your Skills

**To learn more about how to improve the following skills:**

**Refer to the following Competency lists:**

1. I understand what I read.	Reads with Understanding
2. When my supervisor tells me how to do something, I understand and go do it.	Listens with Understanding
3. I can write clearly and others can understand it.	Writes Clearly and Concisely
4. When I talk with my supervisor, I am understood.	Speaks Clearly and Concisely
5. I can do math including fractions, decimals and percentages.	Applies Mathematical Concepts and Operations
6. I pay attention to what is going on around me at work.	Observes Critically
7. I can use the computer with ease.	Uses Technology
8. I can use e-mail and the Internet.	Uses Technology
9. When I need something to do a job, I go find it.	Locates and Uses Resources
10. I have few conflicts with other people at work.	Demonstrates Effective Interpersonal Relations
11. I am on time for work.	Demonstrates Self-Management Strategies
12. I release stress in healthy ways.	Demonstrates Self-Management Strategies
13. I work well in a team.	Works in Teams
14. I solve problems at work.	Solves Problems
15. I make decisions at work.	Makes Decisions
16. Safety is important to me at work and at home.	Applies Health and Safety Concepts
17. I understand how this company operates.	Works within Organizational Structure and Culture
18. I know who to go to if I have a problem at work.	Works within Organizational Structure and Culture
19. The quality of my work is important to me.	Demonstrates Quality Consciousness
20. I understand how this company makes a profit.	Understands Finances
21. I understand the parts of my paycheck.	Understands Finances
22. I know what product or service this company provides.	Understands Process and Product or Service
23. I know how I help provide that product or service.	Understands Process and Product or Service
24. I enjoy learning something new every day.	Lifelong Learning Skills
25. I learn as much as I can when I begin a new project.	Lifelong Learning Skills
26. I have set educational goals for professional development.	Lifelong Learning Skills
27. I have used skills at work that I learned in life.	Lifelong Learning Skills
28. I have used my work skills outside my work place.	Lifelong Learning Skills
29. I am flexible when changes happen at work.	Lifelong Learning Skills
30. I am willing to learn new skills when my work changes.	Lifelong Learning Skills