



Employability Skills Evaluation

Date: _____

Participant's Name: _____

Directions

- To be completed by participant
- Read each statement and mark the answer that best represents you as an employee at this time.
- Complete this evaluation before starting at an SW site and at 30, 60 & 90 days.
- Review with YFS Career Coach.

		Knowledge Level					
Category	Skill	Very Untrue of me	Untrue of me	Somewhat untrue	Somewhat true	True of me	Very True of me
Attendance & Schedules							
	On time to work everyday						
	Stays at work until the end of shift						
	Follows employer call in/sick leave/PTO policy						
Time Management							
	Tracks tasks on calendar, To Do list, planner, etc.						
	Follows through with scheduled appts/tasks						
	Reschedules timely when needed						
	Completes tasks in given time frame						
	Talks with supervisor/co-workers when more time is needed.						
Self-Care							
	Take breaks and Lunch. Walk, read or go outside, etc. during your lunch break						
	Rest eat well and exercise.						
	Vent appropriately (time, place and person)						
	Do something you enjoy						

Breaks/Meals							
	Take breaks when scheduled						
	Return from breaks on time						
	Completes personal business during breaks (phone calls, texts, social media, etc.)						
	Follows employer/BOLI break and meal policy						
	Follows timesheet procedure (clock in and out as necessary)						
Financial Management							
	Make a plan						
	Create a budget						
	Seek advice						
Satisfying employer expectations (safety, appropriate dress, etc.)							
	Follow dress code policy/Dress for the work you are doing.						
	Complete all assigned tasks						
	Follow directions and listen to supervisor/leads						
	Follow all employee policies and procedures.						
Mental Health & Med Management							
	Talk with your manager. *You don't have to share everything.						
	Work with your employer/HR to create a plan, discuss possible accommodations or leave.						
	Know the side effects and follow directions of all medications						
	Follow employer policy on reporting medication usage at work.						
Anger management							
	Learn about what makes you angry.						
	Take a time out/walk away						
	Choose your best response						
	Seek advice/Get help						
Interpersonal							
Responding to feedback well							
	Separate the facts from your feelings						
	Cool off before responding						
	Take a deep breath, smile and say "Thank you"						
Speaking Up-advocating for yourself							
Getting along with co-workers	Learn the work culture. (Dress code, calling in sick, work environment, etc.) Ask why.						
	Learn from co-workers						
	Find common interests						
	Don't overshare/Avoid sensitive topics						

Getting along with customers							
	Listen to your customers						
	Keep a positive attitude						
	Say Thank you, show respect & be friendly						
	Know your product or service						
Getting along with supervisors							
	Focus on your supervisors' positive traits.						
	Learn from your supervisor						
	Ask for feedback						
	Communicate professionally and honestly						
	Separate facts from feelings.						
Work/Life balance							
	Have a backup childcare plan						
	Know who is in your support network						
	Meal plan						
	Make time for yourself/Take breaks						
Managing children's appts, activities, etc.							
	Schedule appts at the beginning or end of the day when possible to avoid missing a whole work day.						
	Schedule appts on days off when possible to avoid missing work.						
	Have back up people who can help take your children to and from activities, school, etc.						
Coping with being away from family							
	Remind yourself of contributions you're making to your family.						
	Check in with family during breaks.						
	Schedule time or an activity with your kids when you get home from work or on weekends.						
	Talk with other parents during breaks.						

Other: _____