STUDENT
Self - Assessment

My Essential Skills for Work Experience

This will help you and and your employer understand your strengths, identify skills to develop and plan your work experience.

Greater Essex CAREERS HUB | THE CAREERS & ENTERPRISE COMPANY

Name: _____

Date: _____

Placement Organisation: _____

Essential Skill	What Evidence Do I Already Have? e.g. in school, at hom, in clubs, part-time work, volunteering	How Confident Am I? 1 = Not confident 5 = Very Confident	Which Skill Would I Most Like To Develop During My Placement and Why? Why do you want to get better at?
COMMUNICATION I share ideas clearly and listen to others		1 2 3 4 5	
TEAMWORK I work well with others to achieve a goal		1 2 3 4 5	
PROBLEM SOLVING I can find solutions to challenges		1 2 3 4 5	
CREATIVITY I can use my imagination to come up with new ideas		1 2 3 4 5	
LISTENING I pay attention and value others' ideas		1 2 3 4 5	
PRESENTING I can present information and ideas with confidence		1 2 3 4 5	
STAYING POSITIVE I pay attention and I stay motivated and bounce back from setbacks		1 2 3 4 5	
AIMING HIGH I set goals and always try to improve		1 2 3 4 5	
LEADERSHIP I take responsibility and encourage others		1 2 3 4 5	

REFLECTION

My top 3 strongest skills are:

My Top 3 skills I want to develop are:

What do I want to achieve from my work experience?

Every experience builds yours skills. **Every skill shapes your future.**