



## Apprentice Workforce-Readiness Pre-Assessment

<b>Your Name</b>	<b>Today's Date</b>

*"What are my workplace competencies?"*

### 1. Competency: Making Career Decisions

**a. List five short-term goals and include how and when you will accomplish them.**

1)
2)
3)
4)
5)

**b. List two long-term career goals and when you will accomplish them.**

1)
2)

**c. List five personal values which influenced your career goals selection.**

1)
2)
3)
4)
5)

**d. Identify one career barrier you have. Describe a strategy you could use to overcome it.**

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### 2. Competency: Using Labor Market Information

**a. List names, addresses and phone numbers of five businesses and/or organizations that might offer the kind of job in which you are interested (you may use the Internet).**

<b>Type of Job →</b>		
	<b>Business/Organization</b>	<b>Address &amp; Phone Number</b>
1)		
2)		
3)		

4)	
5)	

**b. List five different sources for locating employment opportunities.**

1)
2)
3)
4)
5)

**3. Competency: Preparing Résumés**

a. Do you have a current résumé?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. If yes, have you ever given a copy of it to a prospective employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**4. Competency: Filling Out Applications**

*Complete the Sample Application for Employment as you would for an actual job.*

**5. Competency: Interviewing**

a. Have you ever interviewed for a job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. If yes, are you completely satisfied with your interview skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**6. Competency: Being Consistently Punctual**

a. Have you ever been employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. If yes, how often were you on time? Check one box only.	<input type="checkbox"/> 100% <input type="checkbox"/> 90-99% <input type="checkbox"/> 80-89% <input type="checkbox"/> 80% or less	

**7. Competency: Maintaining Regular Attendance**

If you have been employed in the past, how regularly did you show up for work? Check one box only.	<input type="checkbox"/> 100%	<input type="checkbox"/> 90-99%
	<input type="checkbox"/> 80-89%	<input type="checkbox"/> 80% or less
	<input type="checkbox"/> I have never been employed.	

**8. Competency: Demonstrating Positive Attitudes & Behaviors**

<p><i>If you have been employed in the past, which attitudes and/or behaviors did you demonstrate most of the time? Check all that apply.</i></p>	<input type="checkbox"/> Proper conduct displayed <input type="checkbox"/> Engaged, active and interested <input type="checkbox"/> Dependable <input type="checkbox"/> Assignments accepted w/out complaint <input type="checkbox"/> Responsibilities assumed <input type="checkbox"/> Initiative shown <input type="checkbox"/> Pride for quality of work <input type="checkbox"/> Honesty <input type="checkbox"/> Positive outlook <input type="checkbox"/> I have never been employed.
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### 9. Competency: Presenting Appropriate Appearance

*Describe an appropriate appearance (dress, grooming, etc.) for a job interview.*

*Describe what you consider to be an appropriate appearance (dress, grooming, etc.) for a place of work.*

### 10. Competency: Exhibiting Good Interpersonal Relations

*Indicate which interpersonal skills you need to improve for workplace situations. Check all that apply.*

- Listening to others
- Maintaining proper eye contact
- Knowing how to ask questions
- Knowing when to ask questions
- Speaking loud enough to be heard
- Using proper words to be understood
- Speaking clearly
- Making good decisions
- Solving problems
- None of the above – I perform well in all areas.

### 11. Competency: Completing Tasks Effectively

*In which of the following areas could you use improvement? Check all that apply.*

- Working with a positive attitude
- Completing work assignments
- Completing work neatly
- Completing work accurately
- Following instructions accurately
- Completing work on time
- Using good judgment
- Working well in a team with others
- Working well with individuals with special needs
- Working well with individuals much younger than you
- Working well with individuals much older than you
- None of the above – I perform well in all areas.