

Eight Keys to Employability: Pre-Vocational Checklist

- **Personal Values**
 - Honest & motivated
 - Exhibits a good attitude
 - Has personal & career goals
 - Has a positive self-image
- **Problem-Solving & Decision-Making Skills**
 - Adapts to change
 - Is flexible
 - Is creative & innovative
 - Can reason & make objective judgments
 - Plans & organizes work
- **Relations with Other People**
 - Accepts authority
 - Is a team player
 - Is friendly, cooperative & tactful
 - Has leadership qualities
 - Respects the rights & properties of others
 - Respects diversity
- **Communication skills**
 - Asks questions & listens well
 - Expresses himself/herself clearly
 - Notifies supervisor of absences
 - Seeks help when needed
- **Task Related Skills**
 - Cares for tools & materials
 - Completes work on time
 - Follows directions
 - Sticks with a task
 - Works neatly & accurately
 - Works to improve performance
- **Maturity**
 - Is assertive when necessary
 - Is reliable & dependable
 - Accepts responsibility
 - Is willing to do extra work
 - Has confidence in himself/herself
 - Shows initiative
 - Shows pride in his/her work
 - Works well without supervision
- **Health & Safety Habits**
 - Dresses appropriately
 - Practices good personal hygiene

- Observes safety rules
- Takes an interest in good health habits

- **Commitment to a Job**

- Is enthusiastic
- Is punctual & has good attendance
- Exhibits loyalty to the company
- Gives his/her best effort
- Shows concern for his/her future
- Wants to learn more