



# EMPLOYABILITY

Date: \_\_\_\_\_

How many boxes do you tick?

## POSITIVE ATTITUDE »

- I am positive and have a "can do" attitude.
- I am optimistic, honest and show respect.
- I am happy, friendly and enthusiastic.
- I am motivated to work hard towards goals.

## COMMUNICATION »

- I understand, and reflect on, the way I communicate and how it affects others.
- I ask questions when unsure or unclear.
- I understand how employers, employees and customers communicate.
- I speak, listen and share ideas appropriately.

## TEAM WORK »

- I work well with others to complete tasks and meet goals.
- I contribute to new ideas or approaches.
- I work well with others of different genders, cultures or beliefs.
- I recognise the authority of supervisors and managers, and follow directions.

## SELF MANAGEMENT »

- I arrive on time, with appropriate clothing and equipment.
- I understand, and reflect on, my own words, actions and behaviours.
- I show commitment and responsibility.
- I am dependable, follow instructions and complete assigned tasks.
- I am responsible for my own health and wellbeing, and follow health and safety guidelines.
- I am clean, tidy and smell fresh.

## WILLINGNESS TO LEARN »

- I am willing to learn new tasks, skills and information.
- I am curious and enthusiastic about the job, organisation and industry.
- I look for opportunities to work more effectively to make the organisation better.
- I accept advice and learn from feedback.

## THINKING SKILLS »

- I identify and assess options before making a decision.
- I recognise problems and use initiative to find solutions.
- I think about consequences before I act.
- I recognise when I need to seek advice.

## RESILIENCE »

- I adapt and am flexible in new and changing situations.
- I handle challenges and setbacks and do not give up.
- I am able to seek support and help when needed.
- I recognise and accept mistakes and learn from them.

