

For each of the skills and qualities below, read the descriptions and mark where you would sit on the arrow - closer to the person on the left or the person on the right?

It doesn't matter if you don't feel your skills are very strong...workplace experience is a great chance to build on them.



## MOTIVATION & AMBITION:



Actively participates, shows enthusiasm and is always pursuing aspirations and goals.



Doesn't get involved unless made to, never enthusiastic, does nothing to contribute to their future

## CONFIDENCE:



Willing to meet new people, happy and able to hold conversations with peers, managers and customers/clients.



Doesn't enjoy meeting new people, struggles with making conversation with someone they don't know, especially in a work context.

## RESPECT & GOOD MANNERS:



Listens and learns, recognises the feelings of others. Remains calm and is always polite.



Doesn't listen well to others or take notice of their feelings. Gets cross easily and can be rude.

## DETERMINATION & RESILIENCE:



Committed to getting things done. Learns from mistakes and accepts criticism. Resists distractions.



Doesn't commit to finishing tasks. Makes the same mistakes over and over again. Doesn't take criticism well. Easily distracted.

For each of the skills and qualities below, read the descriptions and mark where you would sit on the arrow - closer to the person on the left or the person on the right?

It doesn't matter if you don't feel your skills are very strong...workplace experience is a great chance to build on them.



## ADAPTABILITY:



Can be flexible and cope when demands change, able to apply knowledge to solve a variety of problems/challenges.



Struggles to adapt when a task changes or they are asked to do something different. Not sure how to use what they know in different contexts.

## TEAMWORK:



Works well and cooperates with others, recognises the skills in others, values the contributions of others.



Doesn't enjoy working with others, finds it hard to see what skills others bring and doesn't value their contributions - would rather get on with something on their own.

## NUMERACY:



Can apply simple mathematical concepts, understand simple arithmetic and understand costs and expenditure.



Finds it hard to use mathematical concepts in 'real' situations and isn't good at understanding how to manage money.

## LITERACY



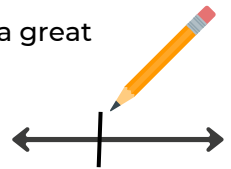
Expresses themselves in writing really well and is able to communicate very effectively verbally. Understands verbal and written business etiquette.



Finds it hard to communicate thoughts and ideas clearly and effectively, in both written form and verbally. Not experienced in how to communicate in a business world.

For each of the skills and qualities below, read the descriptions and mark where you would sit on the arrow - closer to the person on the left or the person on the right?

It doesn't matter if you don't feel your skills are very strong...workplace experience is a great chance to build on them.



## BUSINESS & CUSTOMER AWARENESS:



Understands what a commercial environment is like, can communicate professionally with customers, good at managing their time.

No understanding of a business environment and not experienced in communicating in a professional way. Finds time management tricky.

## ANALYTICAL & PROBLEM-SOLVING:



Investigates and identifies problems systematically, looks for better ways to do things and suggests ideas, plans and organises tasks well.

Goes with how things are and doesn't seek out ways to make changes or new solutions. Waits for others to plan and organise tasks.

## DIGITAL TECHNOLOGY:



Understands the developments in technology used in business and has a good basic knowledge of computing.

Doesn't know how technology is used in the business world. Doesn't have good computing skills.

## QUALIFICATIONS



Has achieved or is likely to achieve qualifications that employers value.

Hasn't achieved or is unlikely to achieve qualifications employers value just yet.