

## **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