



5. The following is a list of skills, attitudes, and behaviours necessary for successful employment. Please evaluate how you see yourself at this time based on your volunteer/work experience you have completed.

(5) Excellent      (4) Good      (3) Satisfactory      (2) Fair      (1) Poor      (NA) Not Applicable

***Fundamental Skills:***

- Able to solve problems
- Follow directions - listen to understand (and learn)
- Communicate well with colleagues & public
- Use technology effectively
- Recognize problems and effectively deal with them

***Personal Management Skills:***

- Attendance and Punctuality
- Dresses appropriately
- Honest and Ethical (incl. confidentiality)
- Show enthusiasm
- Adjust to new situations
- Manage time effectively
- Work independently
- Work productively
- Concentrate on tasks
- Demonstrate safe work practices

***Teamwork Skills:***

- Work well with other employees respecting diversity
- Show initiative where appropriate
- Accept constructive feedback
- Participate effectively in projects and tasks
- Have a positive attitude towards duties

6. How does this work experience relate to your career goals for the future?