

Identifying Self-Management Skills

Self-Management Skills Checklist

Check how often you use each of the self-management skills listed.

Skill	Most of the Time	Some of the Time	Seldom
get to work/school every day			
arrive on time			
get things done			
follow instructions from supervisor			
empathy			
patient			
assertive			
learn quickly			
flexible			
demonstrate maturity			
dependable			
complete assignments			
sincere			
solve problems			
friendly			
a good sense of humor			
physical strength			

Skill	Most of the Time	Some of the Time	Seldom
get along well with co-workers			
honest			
work hard			
highly motivated			
intelligence			
creativity			
leadership			
show enthusiasm			
persistence			
self-motivated			
results oriented			
pride in doing a good job			
willingness to learn new things			
take responsibility			
ask questions			
get along with authority figures			
good time manager/organized			

Add any self-management skills you have that are not on the list.

Skill

Skill

List 5 good worker traits an employer would want an employee to have.

1. _____
2. _____
3. _____
4. _____
5. _____

PERSONAL STRENGTHS

The following is a list of qualities that employers will look for you to demonstrate in your resume or during an interview. Choose the two or three qualities that you feel are the strongest in relation to the job you are applying for and complete the statements below.

- ACCURATE
- AMBITIOUS
- ARTICULATE
- ASSERTIVE
- CAREFUL
- COMMITTED
- CONFIDENT
- CONSCIENTIOUS
- CONSIDERATE
- CONSISTENT
- CREATIVE
- DECISIVE
- DEDICATED
- DEPENDABLE
- DILIGENT
- DISCIPLINED
- EFFICIENT
- ENERGETIC
- ENTERPRISING
- ENTHUSIASTIC
- FLEXIBLE
- FRIENDLY
- GOAL ORIENTED
- HONEST
- HUMOROUS
- INDEPENDENT
- INSIGHTFUL
- KNOWLEDGEABLE
- A LEADER
- LOYAL
- MOTIVATED
- NEAT
- OPEN-MINDED
- ORGANIZED
- OUTGOING
- PATIENT
- POSITIVE
- PRODUCTIVE
- PROFESSIONAL
- QUICK
- RESPONSIBLE
- SKILLFUL
- STRONG
- THOROUGH
- TOLERANT

I am **dependable**. I have shown I have this quality by having a balanced register every day for two years, when I worked as a cashier for Target. This quality is important in my field because employers value someone whom they can trust and count on.

I am _____. I have shown I have this quality by: _____

This quality is important in my field because: _____

Report of Employee's Performance

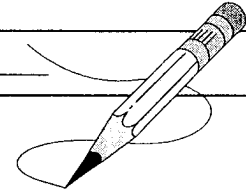
Student: _____ Date: _____

Job Title: _____ Firm: _____

Please check the areas which best approximate the employee's progress. Your responses will assist with counseling, grading, and improving his/her performance.

Evaluation Areas	Excellent	Very Good	Satisfactory	Improvement Needed Y or N
<i>A. Punctuality and Attendance</i>				
1. Notifies job supervisor in advance of absence				
2. Is regularly present for work scheduled				
<i>B. Work Habits, Attitude, and Appearance</i>				
1. Avoids being idle, looks or asks for next assignment				
2. Work done is efficient and accurate				
3. Takes proper care of equipment and supplies				
4. Grooming and dress is appropriate for job				
5. Shows interest in work				
6. Takes initiative				
<i>C. Dependability</i>				
1. Follows oral and written directions in job performance				
2. Holds distractions from duties to a minimum				
3. Completes assigned responsibilities				
<i>D. Relationships with People</i>				
1. Cooperates and works effectively with other employees				
2. Is poised and self-confident				
3. Is courteous and mannerly at all times				
<i>E. Competencies</i>				
1. Possesses proper skills for his/her job assignment				
<i>F. Attitudes on the Job</i>				
1. Enthusiasm				
2. Courtesy				
3. Ability to accept criticism				
4. Compliance to rules				
5. Cooperation				
6. Desire to learn				
<i>G. Personal Appearance</i>				
1. Appropriate dress				
2. Grooming				

Name _____ Date _____



TRANSFERABLE SKILLS

Directions: Consider each of the following skills in turn. Think of situations at school in which you now use the skill. Describe these situations in the second column. Then try to imagine situations in a career where you would use the skill. Describe these situations in the third column. Be sure to include the job title in your description, and be as brief as possible. (See example.) You do not need to use complete sentences as long as your meaning is clear.

Skill	School situations	Career situations
1. Meeting deadlines	<i>Turning in homework on time.</i>	<i>Newspaper reporter: finishing a story to make the next edition.</i>
2. Listening		
3. Expressing yourself verbally		
3. Expressing yourself in writing		
4. Remembering factual information		
5. Working independently		
6. Taking notes		
7. Writing in an organized manner		

Skill	School situations	Career situations
8. Organizing		
9. Making decisions		
10. Solving problems		
11. Using feedback		
12. Being dependable		
13. Being responsible		
14. Working as part of a team		
15. Planning ahead		
16. Negotiating or resolving conflicts		
17. Being motivated		
18. Leading		
19. Arriving on time		

SAMPLE PROBING QUESTIONS

Here are examples of questions that may be useful to you as you prepare questions for companies you are interviewing. Identify about ten questions you like the best. Write them on a 3x5 card and take them to the interview with you.

1. What areas of the company do you believe offer the greatest opportunity for growth?
2. How has the growth of your company made it difficult to get tasks completed?
3. What is your current rate of turnover in this department?
4. To what extent has the rate of employee turnover caused problems for you?
5. How well do you feel your company is meeting customer needs?
6. What issues are you currently facing with staff productivity?
7. What are some of the services you'd like to offer customers, but can't right now?
8. How do you collect information on quality control efforts?
9. What programs or services are not cost-effective? Why?
10. What would you like to see employees do differently to save you money and improve profits?
11. How do you stay current on new developments in the field?
12. How do the results of this department affect the rest of the company?
13. What are the most difficult projects the company is currently working on?
14. How does your company compare to that of your competitors?
15. What are your goals for the future of the company?
16. How well do your current employees work together?
17. What types of problems/situations give the company the most trouble?
18. What would be the most difficult problem I would face if you offered me this job?
19. Tell me about the last time the company had to choose between producing a quality service and meeting a deadline.
20. Tell me about a current project where the company had to overcome major obstacles to get it completed.
21. What types of situations cause your employees the greatest amount of stress?

ANSWERING “WHAT IS YOUR GREATEST WEAKNESS?”

Ideally you want to answer every interview question in the positive. Because this question asks for negative information, it’s difficult to answer correctly. Giving careful thought to your own uniqueness, you should try to come up with an answer that is both true and causes the interviewer to think well of you. Hopefully, you are striving to improve your behaviors and skills, so let the interviewer know how and that you are definitely improving. Here are some examples.

1. I’ve been told that I set my standards for myself too high.
2. Sometimes I come on too strong with my ideas.
3. I’m something of a “workaholic” and need to develop a better balance between my commitment to the tasks I have taken on and my outside activities.
4. I’ve been known to get upset with others who are _____ (late to meetings, don’t have their facts straight, obviously lying, lazy, take advantage of the system for their own personal gain, etc.)
5. I prefer to think of it not as an area of weakness, but as an area I am working to improve. For example, I would really like to improve my communication skills.
6. Sometimes I expect too much from those I work with.
7. I am a very detailed person and when I do problem-solving, I strive for the best answer I can find, when in fact something I come up with right away, would often work just as well.
8. Sometimes I’m impatient with people who are slow to grasp new ideas.
9. I have a strong need for organization and order. I have found that being a neat and tidy person can bother other people.
10. I’m a very creative person and sometimes others feel I’m trying to show them up when I come up with new ideas before they do.