



READY TO WORK

Self-Assessment  
*for*  
YOUTH

a project of the community social planning council



# INTRODUCTION



Youth need to have the skills to find, get and keep a job just like employers need the right skills to attract, select and retain youth employees. In both cases, this starts with preparation and continues throughout the employment relationship.

# COMPETENCIES



One way to think about what skills are needed is through competencies. Competencies are groups of behaviours that demonstrate what you know how to do. The tasks on the next pages are examples of behaviours that demonstrate different competencies.

## Example of a Task and the Competencies Demonstrated:

At a job interview the employer will want to know your skills. You can prepare for this by typing 1-2 sentences describing what you know how to do. This task demonstrates competencies of communication, computer literacy and professionalism.

Our list of competencies has been gathered from different programs that support youth to successfully find, get and keep a job. Our research found that the competencies for employees are the same as the competencies for employers.

At the end of the assessment, you will find competency definitions and related tasks that demonstrate each competency. The strategy suggested is an example of a way in which you can learn how to complete the task if you don't know already.

There are many ways to demonstrate a competency. Think about other things you know how to do that might also illustrate one or more competencies.

The results highlight where to focus your energy to get yourself ready to succeed at work. We hope this tool helps in your quest to find, get and keep a job!

*"I tell youth to always maintain a positive attitude and to not take constructive criticism personally.*

*To be positive, open-minded and willing to learn."*

*(Western Foods)*

# HOW TO USE THIS TOOL

Read each statement and answer yes or no:

**Yes** = I have or can do this task completely

**No** = I don't have or don't know how to do this task completely

If 'No' is your response, think of 1 or 2 strategies you can do so that you get to 'Yes'.

Put your strategies in the "Strategy to get to Yes" column.

Strategy = An activity you can do to develop a skill or find answers to questions.

## Preparing for Work

#	Task	Yes	No	If No, Strategy to get to Yes
P1	I have two or more people (friends/relatives) to help me			
P2	I have a stable place to stay			
P3	I can access computer devices so I can search and apply for jobs			
P4	I can access transportation to get to work			
P5	I have childcare if I need it			
P6	I have money to get me started – for uniforms, appropriate apparel, equipment			

# Finding a Job



#	Task	Yes	No	If No, Strategy to get to Yes
F1	I can identify my skills and personal strengths – paid work, volunteer experience, school, hobbies			<p>Example 1: Brainstorm with your network what you think are your best skills and personal strengths.</p> <p>My strategies:</p>
F2	I can contact people who have seen my skills to be a reference			
F3	I can describe my skills and experience in a resume			
F4	I can search for job openings that meet my skills			
F5	I can contact people in my extended network to ask about work			
F6	I can ask my network to ask others about work for me			
F7	I can practice writing an introductory email or cover letter			
F8	I can develop 5 questions I want to ask about the job			
F9	I can plan what hours I am available to work			
F10	I can identify what I have to offer an employer			
F11	I can build a vision and set a goal			
F12	I can set up an online profile that an employer can view			

# Getting a Job

#	Task	Yes	No	If No, Strategy to get to Yes
G1	I can say yes to an interview request			
G2	I can prepare 1-2 sentences to describe what I know how to do			
G3	I can prepare my apparel and appearance – shower, style my hair, put on clean and appropriate clothes and shoes, etc.			
G4	I can plan my transportation route and the time needed to get to the jobsite			
G5	I can draft answers to 5-6 anticipated questions – my experience, flexibility, and schedule			
G6	I can practice my answers with someone or in the mirror			
G7	I can identify 2 or 3 things I know about the company I might work for			
G8	I can interview people I know who have a similar job			
G9	I can compare what they say about the job to what I already know			
G10	I can set a learning goal for a new job – observe, train, mentor, practice			
G11	I can say yes to the job offer			
G12	I can prepare follow up questions to know what I am saying yes to – salary, hours, appearance, location, orientation, etc.			
G13	I can review employment standards so I understand my employment rights – salary, hours, working conditions, etc.			
G14	I can identify what is important about the job – the pay, location, type of work, work culture			

# Keeping a Job

#	Task	Yes	No	If No, Strategy to get to Yes
<b>K1</b>	I can show up on time prepared to work when I am scheduled			
<b>K2</b>	I know the rules about safety, dress, cell phones, etc. and follow them			
<b>K3</b>	I can follow the instructions and complete job tasks to the best of my ability			
<b>K4</b>	I can make eye contact when greeting each person – customer, coworker and supervisor			
<b>K5</b>	I can ask my supervisor and coworkers questions about how to complete new tasks			
<b>K6</b>	I can identify my training needs, e.g., finding a mentor at work or outside work to help me be successful			
<b>K7</b>	I can learn all I can about what the organization does and how			
<b>K8</b>	I can ask my supervisor when I will be evaluated and how, make suggestions and ask for feedback regularly			
<b>K9</b>	I can prepare for my employee evaluation			
<b>K10</b>	I can identify my strengths on the job and what I need to learn			
<b>K11</b>	I can request support to learn more – formal and informal training opportunities			
<b>K12</b>	I can develop a positive relationship with my supervisor and colleagues – make a friend at work			
<b>K13</b>	I can set up a budget so I know how to make it until my next paycheque			
<b>K14</b>	I can plan for my next job			

# Competency Definitions & Tasks that Demonstrate Competencies

**COMMUNICATION:** All reading, writing, verbal information, instructions, questions and feedback needed to do well on the job.

→ **Tasks that demonstrate Communication:**  
F2, F3, F5, F6, F7, F8, F10; G1, G2, G5, G6, G8, G11, G12; K2, K3, K4, K7, K9, K10

**COMPUTER LITERACY:** You know how to use computers and personal devices to answer questions or process information.

→ **Tasks that demonstrate Computer Literacy:**  
P3; F2, F3, F4, F5, F6, F7, F12; G2, G4, G5, G7, G9, G12; K2, K5, K6, K8

**RESOURCE NAVIGATION:** You identify people, places and information that can support you to be successful at work and in daily life.

→ **Tasks that demonstrate Resource Navigation:**  
P1, P2, P3, P4, P5, P6

**PROFESSIONALISM:** You want to learn and adjust to changing situations. You look professional so the customer knows you work there. You pay attention to detail. You do the job to the best of your ability. You keep trying when tasks are hard.

→ **Tasks that demonstrate Professionalism:**  
F1, F3, F11; G2, G3, G6

**SAFETY:** Physical, mental and emotional safety in the workplace. You develop confidence to do the job without harming yourself or others.

→ **Tasks that demonstrate Safety:**  
P2, P4, P5; K2, K5, K3, K6, K8

**RELATIONSHIP BUILDING:** You connect with others and develop shared interests and concerns to get things done and learn how to work together.

→ **Tasks that demonstrate Relationship Building:**  
P1; F2, F5, F6; K8, K4, K5, K12

**CONTINUOUS LEARNING:** You develop and improve your skills and knowledge to learn and grow at work and in life.

→ **Tasks that demonstrate Continuous Learning:**  
F4; G10, G13; K6, K8, K9, K11, K14

**TEAMWORK:** You work well with colleagues, supervisors and customers to achieve shared goals, provide good service and develop team efficiency.

→ **Tasks that demonstrate Teamwork:**  
K4, K5, K6

**RESPONSIBILITY AND RELIABILITY:** You accept what you need to do on the job, admit to your actions and behaviours and correct as needed. You show up to work when and where you are requested.

→ **Tasks that demonstrate Responsibility & Reliability:**  
F9, F10; G4, G7, G12; K1, K2, K3, K7, K10

**FINANCIAL LITERACY:** You understand numbers and how money works. You can develop a budget, manage limited funds and spend money within your budget.

→ **Tasks that demonstrate Financial Literacy:**  
P6; G13, G14; K13

**PROBLEM SOLVING:** You identify and develop solutions to issues and challenges using different resources – thinking, research, asking others, working with others and using your intuition.

→ **Tasks that demonstrate Problem Solving:**  
F3, F8, F10, F11; G3, G4, G5, G7, G9, G10, G12, G14; K2, K3, K5, K6, K8, K10, K13, K14

**NETWORKING:** Being social with others inside and outside of work. You find ways to grow, learn and help others to succeed at work and in daily life. You network with the people you know well who support you in life, e.g., friends, family, former coworkers or teachers, support workers at community agencies, people you volunteer or do activities with.

→ **Tasks that demonstrate Networking:**  
P1, P2, P5, P6; F1, F2, F5, F6, F11, F12; G6, G8, G10; K5, K6, K8, K11, K12, K14



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