



Junior Achievement®

CEW – Student Evidence

JA Career Success, Session 4

11th grade

CEW Academic Standard: 13.2.11.A,E

13.3.11.A

Name: _____ **Date:** _____


In Session 4 we discussed the **soft skills** that companies look for in potential employees. We also practiced mock interviewing. How do you think this activity will help you obtain employment in the future?



Name _____

SOFT SKILLS SELF-ASSESSMENT

Instructions: Read each statement below about your soft skills. Mark the column that best represents you.

	This soft skill is a strength of mine. I already do this pretty well.	This soft skill is a weakness of mine. I need to work on it.	I need to learn more about this soft skill. I'm not sure if I'm good at it or not.	Record examples of when you demonstrated this skill or possible ways to strengthen it.*
1. I have a strong work ethic, even when no one is looking over my shoulder to be sure I'm doing the right thing.				
2. I am good at influencing others or being a leader in a group when it is needed.				
3. When someone points out a weakness of mine, I use the information to improve myself without being negative to that person.				
4. When facing a challenge, if I have done everything I can do and still don't have a solution, I find the person who can help me and ask for help.				
5. When facing change, I can be flexible.				
6. I prioritize and plan my tasks so that I meet deadlines.				
7. I am organized.				
8. When under pressure, I am able to stay calm and focused on the task at hand.				
9. I generally have a positive attitude. I am pleasant to be around.				
10. Regardless of how my own day is going, I remain polite to those around me, using "please," "thank you," and "I apologize" as necessary.				

* Examples can come from your daily routine; they don't have to be from a single, isolated story.

11. List one of the soft skills you would like to learn more about and strengthen before interviewing for a job. How do you plan to learn more about this soft skill? How do you plan to strengthen this soft skill?

12. On Your Own: Consider asking a close friend or family member to rank you on the same soft skills covered in the questions above. Compare their ranking to yours and see if it changes which soft skills you would like to learn more about and which ones you would like to improve.