

Ben Culkin

Workplace Readiness Skills  
Self Assessment

# Personal Qualities and People Skills

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1. Positive Work Ethic
2. Integrity
3. Teamwork
4. Self-Representation
5. Diversity Awareness
6. Conflict Resolution
7. Creativity and Resourcefulness

# Positive Work Ethic

## Pre-Assessment

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1. Comes to work/school everyday on time?

- Yes, though I am sometimes a little behind, but never more than 1-2 minutes

2. Willing to take direction?

- Depends on what it is about.

3. Motivated to accomplish the task at hand?

- Not as much as I would like.

# Positive Work Ethic

## Post-Assessment

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- Comes to work everyday on time?



- Willing to take direction?
  - Yes. When I come to a fork in the road, I take it. I then ask somebody else which way we should go.
- Motivated to accomplish the task at hand?
  - Can you get any more motivated then this?



# Integrity

## Pre-Assessment

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- ◎ Abides by workplace policy and laws?
  - 99.99% of the time.
- ◎ Demonstrates honesty and reliability?
  - As much as is humanely possible.

# Integrity

## Post-Assessment

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One day, I found that I had accidentally gotten the key of a quiz we were taking, so I had two choices. Take the key and cheat, or give the key back and have to take a different quiz at another date. I chose to take the quiz again, knowing I probably would have forgotten what was on it by then.

# Teamwork Pre-Assessment

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- **Contributes to the success of the team?**
  - Yes. I may not contribute much, but I contribute good things.
- **Assists others?**
  - Will try to, but I can't really help with things I am not good at.
- **Requests help when needed?**
  - I will if I know I need help, but I am more prone to Google than ask someone.



# Teamwork Post-Assessment



## TEAMWORK

*When the best and the brightest come together, the possibilities are endless.*

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# Self-Representation Pre-Assessment

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## ● Dresses appropriately?

- Somewhat. I won't wear inappropriate things, but I am prone to dressing more casual than necessary.

## ● Uses language and manners suitable for the workplace?

- I would never think of using foul language anywhere except for in my head where no one can hear me.

# Self-Representation Post-Assessment

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- 1st place in VWCC region FBLA Contest: Business Procedures
- 1st place Virginia FBLA Contest: Business Procedures
- 3<sup>rd</sup> place National FBLA contest: Business Procedures
- CIW Certification

# Diversity Awareness Pre-Assessment

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- Works well with all customers and coworkers?
  - Certainly tries, but I can be pushed too far.

# Diversity Awareness Post-Assessment

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# Conflict Resolution Pre-Assessment

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- ◉ Negotiates diplomatic solutions to interpersonal and workplace issues?
  - Not one of my strengths, as I am prone to being as blunt as a punch to the face.

# Conflict Resolution

## Post-Assessment

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When I come home, I am the only one who doesn't persistently profess pernacious problems with my paternal partners, also known as squabbling with my siblings. Therefore, I am the designated peace maker.

# Creativity and Resourcefulness Pre-Assessment

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## ● Contributes new ideas?

- Yes but my ideas are somewhat hard to understand

## ● Works with initiative?

- Yes, I can come up with things.



# Creativity and Resourcefulness

## Post-Assessment

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### Built a Better Mousetrap

1. Mouse sees cheese
2. Mouse goes for cheese
3. Mouse gets cut in half



# Professional Knowledge and Skills

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|---|---|
| 8. Speaking and Listening                 | Climates                                |
| 9. Reading and Writing                    | 13. Lifelong Learning                   |
| 10. Critical Thinking and Problem Solving | 14. Job Acquisition and Advancement     |
| 11. Health and Safety                     | 15. Time, Task, and Resource Management |
| 12. Organizations, Systems, and           | 16. Mathematics                         |
|   | 17. Customer Service                    |

# Speaking and Listening Pre-Assessment

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- Follows directions?

- Yes, but I am rather easily distracted

- Communicates effectively with customers and fellow employees?

- Yes, but as mentioned before, I am rather blunt.

# Speaking and Listening Post-Assessment

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I am proud to admit that I made it to FBLA Nationals in 9<sup>th</sup> grade. However, I cannot stress that it required more work than I would have thought necessary, from the studying to the actual taking the test, it was very time intensive, but well worth it.

# Reading and Writing Pre-Assessment

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## ◉ Reads and interprets workplace documents?

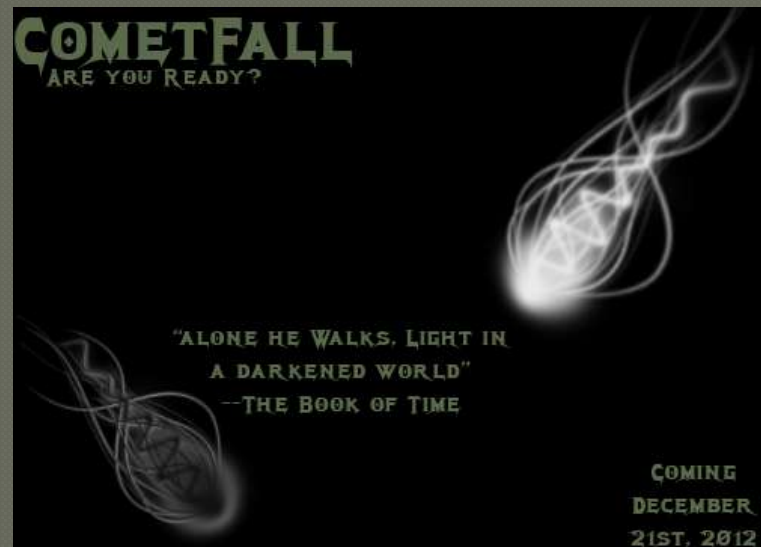
- Yes. I like to read and have a very large vocabulary

## ◉ Writes clearly?

- When I type ;). Unfortunately, my handwriting is terrible, but I am a pretty good writer in content and grammar.

# Reading and Writing Post-Assessment

I have the dubious honor of writing ads for a non-existent game, and I think that they came out nicely.





# Critical Thinking and Problem Solving

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## Pre-Assessment

- Analyzes and resolves problems?
  - Yes, I love a good puzzle, but I am prone to overcomplicating problems.



# Critical Thinking and Problem Solving

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## Post-Assessment

Where  $\lambda x y.y^2$  &  $\lambda z a.a+4$ , What will  $\lambda x z 4$  equal?

64, as below

$$(4+4)^2$$

# Health and Safety Pre-Assessment

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## ● Follows safety guidelines?

- Yes. I would never willingly endanger myself or someone else through sickness.

## ● Manages personal health?

- Somewhat. I am healthy, but a bit unhygienic.

# Health and Safety Post-Assessment

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My mom is a doctor, so she makes sure we, (we being my family and me) eat healthy. For example, last night was fish & a salad, so I am definitely healthy.

# Organizations, Systems, and Climates

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## Pre-Assessment

- Identifies “big picture” issues?
  - Yes, but I can miss some of the details.
- Identifies with role in fulfilling the mission of the workplace?
  - Yes. I just need to know what I must do before I can do it.

# Organizations, Systems, and Climates

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## Post-Assessment

I was with my mom, because there was construction going on and she needed some help moving. However, there was one issue, and it was a big picture issue. Literally. She had a picture, and we had to turn it sideways to get it through the door.

# Lifelong Learning Pre-Assessment

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- Continually acquires new industry-related information?
  - Yes, but I'm am not always sure it is accurate
- Improves professional skills?
  - Yes, because I like doing what I do

# Lifelong Learning Post-Assessment

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- Continually acquires new industry-related information?
- Improves professional skills?



# Advancement Pre-Assessment

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- Prepares to apply for a job?
  - I don't really know, as I have never prepared for a job, but I think I would
- Seek promotion?
  - Yes. The only bad thing about a promotion is the extra work.

# Advancement Post-Assessment

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- ◉ Prepares to apply for a job?
- ◉ See promotion?

# Management Pre-Assessment

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- Organizes and Implements a productive plan of work?
  - I certainly try, but I find it hard to concentrate at times.

# Management Post-Assessment

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- Organizes and Implements a productive plan of work?

# Mathematics Pre-Assessment

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- Uses mathematical reasoning to accomplish tasks?
  - Yes. Programming requires a lot of math, and the ability to apply mathematics

# Mathematics

## Post-Assessment

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- Def  $\text{sqr}(\lambda x. x * x)$
- Def  $\text{perim}(\lambda x \ y. \text{sqr}(x) + \text{sqr}(y))$
- What is  $\text{perim}(\lambda. 1 \ \lambda. \lambda + (\lambda))$ 
  - 5

# Customer Service Pre-Assessment

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- Identifies and addresses the needs of all customers?
  - Yes, but a few issues maybe misidentified
- Provides helpful, courteous, and knowledgeable service?
  - Maybe. I have trouble turning down my intelligence for people not as smart as me, so I can be confusing.



# Customer Service Post-Assessment

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On a early morning, I was standing outside, selling something or other, I forget what it is, and a man came up and started complaining about how he could get the same thing cheaper at some walmart or something nearby, so I resisted the temptation to bite his head off by yelling that these were higher quality, and pointed this out politely.

# Technology Knowledge and Skills

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- 18. Job-Specific Technologies
- 19. Information Technology
- 20. Internet Use and Security
- 21. Telecommunications

# Job-Specific Technologies Pre-Assessment

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- Selects and safely uses technological resources to accomplish work?
  - Yes, my preferred job is computer based.
- Is productive?
  - Yes, but am rather easily distracted.

# Job-Specific Technologies Post-Assessment

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I have managed to produce approximately 40 certificates in 7 days, very productive.

# Information Technology Pre-Assessment

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- Uses computers, file management techniques, and software/programs effectively?
  - Yes. I like to keep my files organized, otherwise I cant find things.

# Information Technology

## Post-Assessment





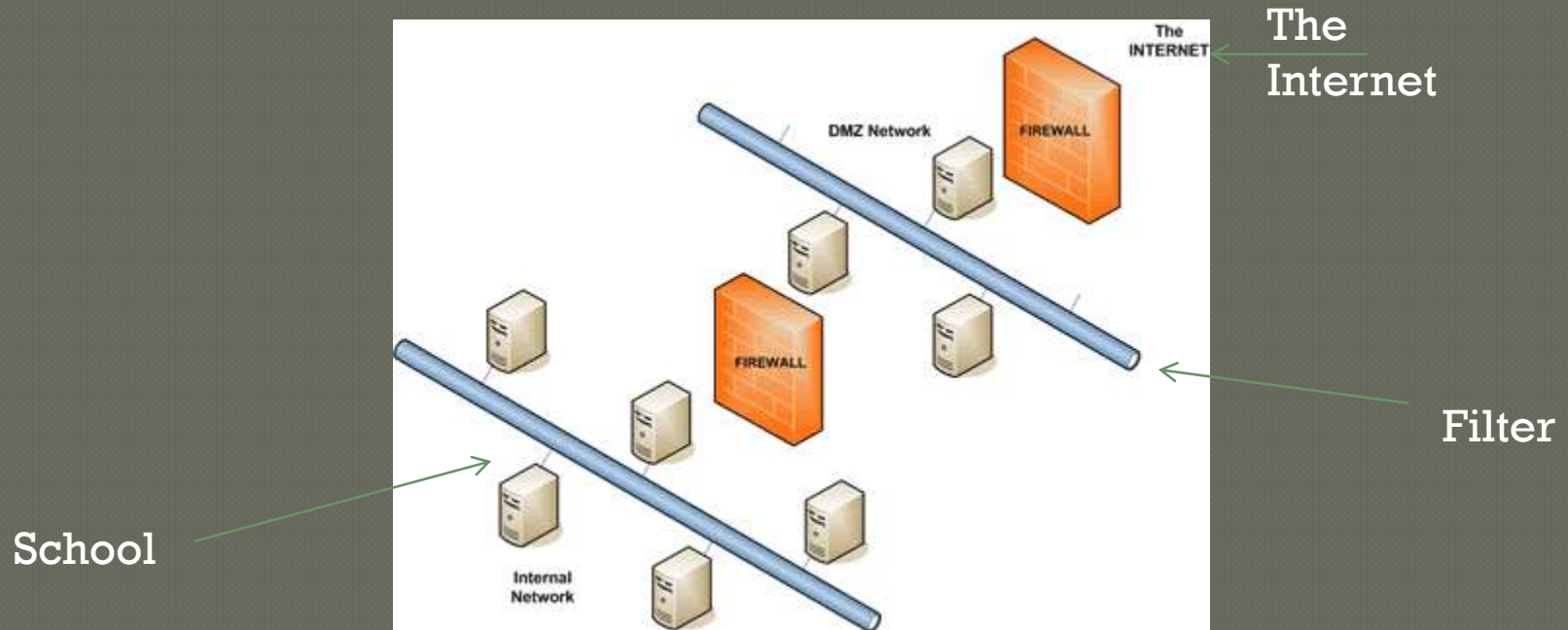
# Internet Use and Security Pre-Assessment

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- Uses the Internet appropriately for work/school?
  - Yes, I will not do stuff when I'm supposed to be working.



# Internet Use and Security Post-Assessment



# Telecommunications Pre-Assessment

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- Selects and uses appropriate devices, services, and applications?
  - Yes. I am very tech – savvy, and like to keep up with the times.

# Telecommunications Post-Assessment

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# The End

- I plan on continuing to improve and grow on my readiness skills, so I guess this is The End

