

# Self-Assessment Information Sheet – Week 3

Name: \_\_\_\_\_ Date:     /     /

NSW AMES Centre / Other \_\_\_\_\_

**Please complete the following questions on the form.**

1. What new skills have you learnt now that you are at the end of week three?

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2. Whilst attending the Skillmax course, have you attended any job interviews either face to face or via the telephone? ☐ Yes ☐ No

If yes, please discuss:

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3. As with your previous self-assessment sheet, preparing for the job interview and beyond requires effective communication skills and a thorough understanding of the Australian job market.

**Rate the effective communication skills level that you feel you have now achieved.**

Please **tick (✓)** one of the numbers on the scale:

1 is your lowest level and 10 is your highest level

1. Understanding the Australian job market and the Australian workplace

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

2. Conducting job searches either face-to-face or via the phone

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

3. Performing at a telephone interview

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

4. Performing at a face-to-face interview

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

5. The effectiveness of my résumé and cover letter

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

6. Emailing recruiters and HR personnel regarding available positions

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

7. Communicating effectively on a wide range of topics

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

8. Understanding Australian slang and colloquial language

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

9. My self-confidence

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

10. My motivation

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Please add any other comments you may wish to communicate to your teacher.

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Thank you very much

(DNavara NSW AMES 2009)