

Final Self-Assessment Information Sheet

Name: _____ Date: / /

Mobile: _____

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 the Skillmax course?

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

If yes, please discuss: _____

3. As with your previous self-assessment sheets, 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 now have.

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

11. Guest Speakers

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

12. Would you recommend the Skillmax Program to other skilled migrants?

☐ Yes ☐ No

Name: _____

TESTIMONIAL

Please write a paragraph about what you believe you have gained from attending the Skillmax Course and your ability NOW to apply for positions.

Think about where you were at the beginning of the course in terms of your skills, knowledge and confidence and where you are now at the end of the course.

[illegible]

We will be contacting you again in about three months to find out if you have been successful in obtaining a position. Good luck with your future career.

Thank you very much

(DNavara NSW AMES 2009)

Final Action Plan

Think about what you have learnt about jobseeking in Australia. Use the action plan grid to prepare for your next job application and interview.

Goals	Tasks	Completed by	Issues