

# Self-Assessment Information Sheet – Day 1

Name: \_\_\_\_\_ Date:     /     / \_\_\_\_\_

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

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

1. After completion of the Skillmax course, what are your goals?

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2. What are your expectations of the Skillmax course?

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3. Preparing for the job interview and beyond requires effective communication skills and a thorough understanding of the Australian job market.

**Rate your current effective communication skills level.**

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

## 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)

## 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?

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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: \_\_\_\_\_

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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

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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

# 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

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.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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)