## 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?			
2. What are your expectations of the Skillmax course?			
2. What are your expectations of the Skillmax course:			



Rate your current effective communication skills level.

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

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

1 is	your l	owest	level a	nd 10	is your	highe	st leve	I		
1.	Unde	rstand 2				ob mai			Austral □9	ian workplace □10
2.	Cond	lucting		earches	either		to-face	or via	the ph	none 10
3.	Perfo	rming		-	ne inte		<b>7</b>	□8	<b>9</b>	□ 10
4.	Perfo	rming		ce to fa	ace int		7	□8	<b>9</b>	□ 10
5.	The e	ffectiv		of my i		é and d □6	cover le	etter	<b>9</b>	<b>1</b> 10
6.	Email	ing red		s and H	HR pers		regard	ding av	vailable □9	positions
7.	Comr	munica	-		ely on a	a wide	range	of top	ics	□ 10
8.	Unde	rstand	-	stralia	n slang		colloqu 7	ial lang	guage	□10
9.	My se	elf-con	fidence	e 4	<b>5</b>	<b>6</b>	<b>7</b>	□8	<b>9</b>	□ 10
10.	My m □1	otivati	on 3	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	□8	<b>9</b>	□ 10
Ple	ase ac	ld any	other (	comme	ents yc	ou may	wish t	o comi	munica	ate to your teacher.

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 we	ek three?		
2. Whilst attending the Skillmax course, have you attended any job i via the telephone? ☐ Yes ☐ No	nterviews ei	ither <sup>.</sup>	face to face or
If yes, please discuss:			



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

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.

1 is	your l	owest	level a	and 10	is your	highe	st leve	I		
1.	Unde		-		alian jo			d the ⁄		ian workplace □10
2.	Cond		job se □3			r face-	to-face	or via		none
3.	Perfo	_	at a te	•	ne inte	rview	<b>7</b>	□8	<b>9</b>	□10
4.	Perfo	_	at a fa □3		ace int	erviev		□8	<b>9</b>	□10
5.	The e		eness	-		é and d □6	cover le	etter 8	<b>9</b>	□10
6.	Email	•	cruiters		•	sonnel □6	Ü	ding av	⁄ailable □9	positions
7.	Comr		ating e		-	a wide □6	range 7	of top □8		□10
8.	Unde		ing Au □3		_	g and o	colloqu 7	ial lang □8		□10
9.	My s∈		fidence		<b>5</b>	<b>6</b>	<b>7</b>	□8	<b>9</b>	□10
10.	My m □ 1	otivati	on 3	<b>4</b>	<b>5</b>	<b>1</b> 6	<b>7</b>	□8	<b>9</b>	□10
Ple	ase ac	ld any	other	comme	ents yo	ou may	wish to	o com	munica	ate 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 <b>at the end</b> of the	he Skillmax	cours	e?
2. Whilst attending the Skillmax course, have you attended any job or or via the telephone? Are you attending any job interviews over ☐ 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.

Ple	ase <b>tic</b>	k (√) (	ive control one of level a	the nu	mbers	on the	e scale		ou feel	you now have.	
1.	Understanding the Australian job market and the Australian workplace										
	□1	<b>2</b>	<b>□</b> 3	<b>4</b>	<b>□</b> 5	<b>6</b>	<b>7</b>	□8	<b>9</b>	□ 10	
2.	Cond	ucting	job se	arches	either	face-t	o-face	or via	the ph	one	
	□1	<b>2</b>	<b>□</b> 3	<b>4</b>	<b>□</b> 5	<b>□</b> 6	<b>7</b>	□8	<b>9</b>	□ 10	
3.	Performing at a telephone interview										
	□1	<b>2</b>	<b>□</b> 3	<b>4</b>	<b>5</b>	<b>□</b> 6	<b>7</b>	□8	<b>9</b>	<b>1</b> 0	
4.	Performing at a face-to-face interview										
	□1	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>□</b> 6	<b>7</b>	□8	<b>9</b>	□ 10	
5.	The e	ffectiv	eness (	of my r	ésumé	and c	over le	etter			
	□1	<b>2</b>	<b>□</b> 3	<b>4</b>	<b>□</b> 5	<b>□</b> 6	<b>7</b>	□8	<b>9</b>	<b>□</b> 10	
6.	Emailing recruiters and HR personnel regarding available positions										
	□1	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>□</b> 6	<b>7</b>	□8	<b>9</b>	<b>1</b> 0	
7.	Communicating effectively on a wide range of topics										
	<b>□</b> 1	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	□8	<b>9</b>	<b>1</b> 0	
8.	Unde	rstand	ing Au	straliar	n slang	and c	olloqu	ial lang	guage		
	<b>□</b> 1	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>□</b> 6	<b>7</b>	□8	<b>9</b>	□ 10	
9.	. My self-confidence										
	□1	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>□</b> 6	<b>7</b>	□8	<b>9</b>	□ 10	
10.	). My motivation										
	<b>□</b> 1	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	□8	<b>9</b>	□ 10	
11.	Guest	Spea	kers								
	□1	<b>2</b>	<b>□</b> 3	<b>4</b>	<b>5</b>	<b>□</b> 6	<b>7</b>	□8	<b>9</b>	<b>1</b> 0	
12.	Would	d you i	recomr	mend t	he Skil	lmax F	Program	m to of	ther ski	lled 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.

Tasks	ks	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.
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 2000)

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