

Employability Skills Assessment



Phase: Establish

Session Objective:

To personalise the participant's Work Pathway journey by identifying their strengths, weaknesses, and knowledge gaps related to the job search process.

Outcome:

By the end of the session, participants and Employment Coaches will have a better awareness of their employment readiness and areas that require further attention and development.

Employability Skills Assessment

Session Objective:	To personalise the participant's Work Pathway journey by identifying their strengths, weaknesses, and knowledge gaps related to the job search process. This allows for a tailored approach that addresses individual needs and maximises the effectiveness of the program.
Task:	For the participant to complete at least 1 part of the employability skills assessment.
Outcome:	For you as the Employment Coach to gain insight to the participants needs enough to pinpoint specific areas where they need to focus their efforts and develop new skills.
Potential Discoveries:	<ul style="list-style-type: none"> • The participant will gain better self-awareness of where they are at in their journey to employment. • The participant will feel more empowered and motivated to engage in the program.
Ideas for follow up activities:	<ul style="list-style-type: none"> • For the participant to complete the 'Career Pulse Assessment' career tool within the Jobs 22 App. • For the EC to book in the next 4 weeks of support according to the outcomes of the assessment. • Look at some of the articles, videos, and e-learning modules within 'Recognising Skills and Preferences' section in the Learning Paths of the Jobs 22 App.

Please answer each of the questions below.

Please remember this is not a test! Answering openly and honestly allows your Employment Coach to provide you with the best support.

Part 1: Assess your needs and challenges, evaluate your skills, and gather your essential documents.

1. To what degree do you agree with this statement: “I am confident that I have the necessary documents to prove my right to work in the UK.”

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

2. How well do you understand the purpose of a CV and the different types of CVs (like chronological, skills-based, etc.)?

- Not at all well
- Slightly well
- Somewhat well
- Moderately well
- Very well

3. To what extent do you feel prepared to start creating your CV? (For example, do you have the necessary information such as your employment history, education, and key skills?)

- Not at all prepared
- Slightly prepared
- Somewhat prepared
- Moderately prepared
- Very well prepared

Part 1: Continued

4. How confident are you in identifying potential challenges that may be preventing you from finding employment?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 2: Assess your current situation, mindset, confidence and motivation.

5. To what extent have you explored childcare options and developed a plan to ensure your childcare needs are met while you are looking for work?

- Not at all explored
- Explored slightly
- Explored somewhat
- Explored moderately
- Explored thoroughly

6. To what extent have you considered your personal availability and commitments when planning your job search?

- Not at all considered
- Considered slightly
- Considered somewhat
- Considered moderately
- Considered thoroughly

7. How confident are you in your ability to identify both the positive and negative aspects of your current situation and how these might change with employment?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 2: Continued

8. How confident are you in identifying and articulating your skills, strengths, and transferable skills?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 3: Assess your job goals to make informed job choices

9. How confident are you in identifying how your past experiences (work, education, volunteering) have equipped you with valuable skills and knowledge that can be applied to future career goals?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

10. How confident are you in identifying your long-term career goals and breaking them down into smaller, achievable steps?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

11. How confident are you in identifying and evaluating different transportation options that would be suitable for you to get to and from work?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 3: Continued

12. How well do you understand how finding a job might affect your finances (like income, expenses, and benefits)?

- Not at all well
- Slightly well
- Somewhat well
- Moderately well
- Very well

13. To what extent do you understand the current job market in your local area, including the types of jobs available and the skills that are in demand?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

14. To what extent do you understand the benefits of taking on stepping-stone roles (part-time, temporary, or voluntary work) in your job search?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

15. To what extent do you understand the concept of the "hidden job market" and how to access it?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 3: Continued

16. To what extent have you considered the possibility of self-employment as a career option?

- Not at all considered
- Considered slightly
- Considered somewhat
- Considered moderately
- Considered thoroughly

17. How confident are you in identifying career paths that align with your interests, needs, skills, and values?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

18. To what extent have you researched the requirements, culture, and skills needed to succeed in your chosen career path(s)?

- Not at all researched
- Researched slightly
- Researched somewhat
- Researched moderately
- Researched thoroughly

Part 4: Assess your job application materials, job application skills & understanding of your local opportunities.

19. To what extent have you identified potential employers in your local area that are relevant to your career goals?

- Not at all explored
- Explored slightly
- Explored somewhat
- Explored moderately
- Explored thoroughly

20. How confident are you in your ability to tailor your CV to specific job roles and employer requirements?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

21. How confident are you in your ability to write a compelling cover letter that is tailored to specific job applications?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

22. How confident are you in your ability to submit professional and well-presented job applications that accurately reflect your skills and experience?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 4: Continued

23. How confident are you in your ability to complete online job applications effectively and efficiently?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 5: Assess your current interview skills & confidence, networking ability and personal brand.

24. How confident are you in your understanding of the basic structure and flow of a typical job interview (e.g., introduction, questions, asking your own questions, closing)?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

25. How confident are you in your ability to prepare and answer common interview questions clearly, concisely, and confidently?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

26. How confident are you in your ability to effectively use online job boards to find suitable job vacancies?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 5: Continued

27. How confident are you in your ability to identify and utilise a variety of effective job search strategies, such as using job boards, networking, and attending job fairs?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

28. How confident are you in communicating professionally and effectively via email and phone when communicating with potential employers?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

29. How confident are you in your ability to confidently and professionally address challenging questions that may arise during a job interview?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

30. How confident are you in your ability to build rapport and establish a positive connection with recruiters during the job search process?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 5: Continued

31. How confident are you in your ability to articulate your unique skills, experience, and career goals in a clear, concise, and compelling manner?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

32. How familiar are you with different types of job interview formats (e.g., face-to-face, video, phone, panel interviews)?

- Not at all familiar
- Slightly familiar
- Somewhat familiar
- Moderately familiar
- Very familiar

Part 6: Assess your job search habits, focus on job applications & preparation, and job search resilience.

33. How confident are you in your ability to identify and research potential employers within your target industry and proactively reach out to them?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

34. How confident are you in preparing for job interviews by researching the company and tailoring your interview responses to the specific role and employer?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Part 6: Continued

35. How confident are you in your ability to present yourself professionally and effectively across various platforms (e.g., online profiles, networking events)?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

36. How confident are you in your ability to effectively follow up with employers after submitting job applications or attending interviews?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

37. How confident are you in your ability to effectively network with professionals in your chosen field, both online and offline?

- Not at all confident
- Slightly confident
- Somewhat confident
- Moderately confident
- Very confident

Please ensure any next steps or follow-up actions on the back of this session are detailed within your participant's action plan.