

# Work Readiness Summary Report

Report prepared for

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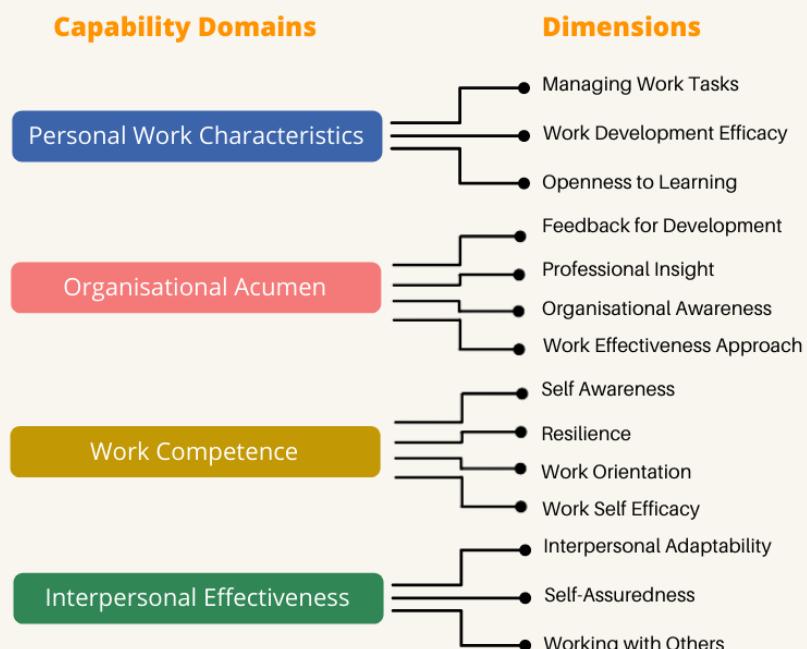


# Introduction to Work Readiness Summary Report

## About this report

The Work Readiness Scale (WRS) is a self-report measure which explores an individual's readiness for work. Work readiness is a multidimensional construct which refers to the extent to which an individual possesses the capabilities required to perform effectively across different workplaces and organisational contexts. Keep in mind that the WRS does not measure technical competencies that an individual brings to their job and may have acquired through study or on the job training in a particular field. It focuses on general non technical work readiness capabilities that contribute to "how" an individual navigates, performs and conducts themselves in the workplace.

This report outlines the four capability domains of work readiness and their underlying dimensions:



Work readiness capability complements an individual's knowledge and skills and enhances their ability to apply them successfully at work. The more "work ready" an individual is, the more effective they will perform in any workplace.

As the WRS is a self-report measure, the results summarised in this report reflect an individual's perception of themselves with respect to work readiness at the time they completed the questionnaire. Hence it is important to consider the subjective nature of using an individual's self-perception in the interpretation of results.

As individuals learn and develop over time it is expected that their insight and self-perceptions of work readiness will also develop. Depending on the extent to which an individual engages in work readiness initiatives, it is estimated that the information contained in this report is likely to be an accurate reflection of an individual's perceived work readiness for a period of 3 - 12 months.

# Introduction to Work Readiness Summary Report

## How to use this report

Whether you are preparing yourself to enter professional work in the future or are in the early stages of your professional career the WRS report is a useful tool to assist your work readiness development. The WRS report provides comprehensive information about work readiness to help broaden awareness and understanding of what work readiness is and what it looks like at work. This report also assists individuals to increase their self-awareness and reflect on their own work readiness.

This report presents your overall work readiness capability domain and dimension ratings. Depending on your responses, your overall ratings will fall into one of three stages of work readiness development; Foundational, Emerging or Developed. Each dimension also provides foundational and developed indicators to help you understand the several aspects of each work readiness dimension.

The WRS report is organised into three sections to guide you through the development planning process:

### Section 1: Where are you currently?

Provides an overview of your results in the work readiness domains: Personal Work Characteristics, Organisational Acumen, Work Competences and Interpersonal Effectiveness. Your results are also broken down into the dimensions that underly each domain. Your own work readiness rating and rationale are also presented for you to reflect on.

This section will assist you to gain insight and understanding of your work readiness strength areas and potential development areas.

### Section 2: Where would you like to be?

This section will assist you to identify your work readiness learning needs. After reviewing your work readiness results, you can make a list of the potential development areas the report has highlighted.

Use the information in the report to decide what are the top 3 areas that you would like to work on.

### Section 3: How can you get there?

Once you have decided on the top 3 areas you would like to develop, think about:

*What goals can you set to help you develop your work readiness?*

*What strategies can you put in place to help you develop your work readiness?*

Create your work readiness goals by using SMART goals.

# Section 1:

## Where are you currently?

An important step to building work readiness is understanding what work readiness is, and developing self-awareness of where you are currently at in terms of your own work readiness.

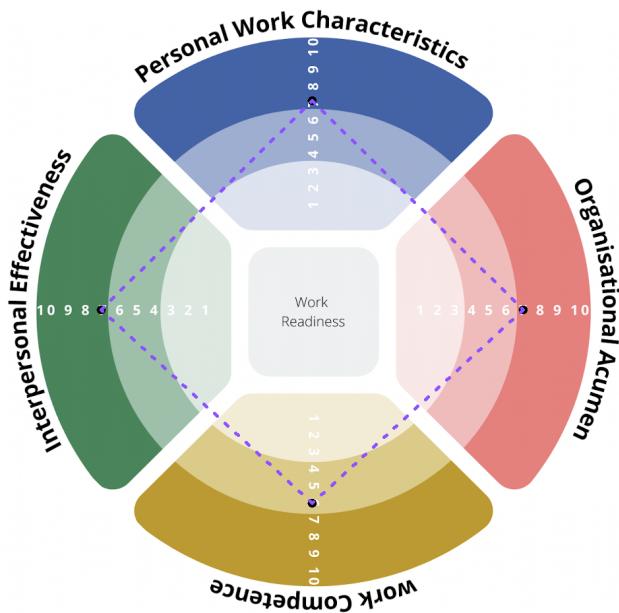
Take your time to review your results over the following pages of this report. Consider your individual development needs with respect to work readiness. Your level of work readiness may differ from your peers and will depend on your own awareness, confidence, work experience and exposure to professional work contexts. Do not compare yourself to others or where you think you should be. As you review your results, reflect on what stage of work readiness you are at within each of the domains and dimensions and how this information can assist you to understand your strengths and identify your development areas.

The stages of work readiness development are described below:

FOUNDATIONAL (1 - 3)	EMERGING (4 - 6)	DEVELOPED (7 - 10)
<p>Early stages of development in a work readiness domain/dimension. Ratings in the foundational stage can indicate a range of things including; an individual experiencing difficulty/discomfort, having lower tendencies; limited understanding; less awareness or not recognising the importance of certain aspects of work readiness domains/dimensions.</p> <p><b>Individual's will benefit from increasing their self-awareness and understanding of what work readiness is.</b></p>	<p>Emerging stage of development in a work readiness domain/dimension. Ratings indicate individuals are developing their work readiness capability including increasing levels of confidence, understanding and awareness with respect to aspects of work readiness. Some aspects of work readiness may fall in the emerging to developed range, whilst some areas may still be at the foundational level or benefit from further development.</p> <p><b>Individual's will benefit from increasing their understanding of what work readiness looks like in practice and focusing on their work readiness development areas.</b></p>	<p>Advanced stage of development in a work readiness domain/dimension. Ratings indicate developed work readiness capability. Ratings in the developed range indicate individuals' have developed confidence, very good levels of awareness and solid understanding; and recognise the importance of the various aspects of work readiness domains/dimensions. Individuals understand what work readiness is and how to demonstrate it through practice.</p> <p><b>Individuals may have some aspects of work readiness to improve and develop further.</b></p>

# Summary Profile

Based on your responses to the Work Readiness Scale, your overall work readiness rating is in the **developed (7)** stage. The radar chart below displays a breakdown of your scores across the four capability domains of work readiness:



## Personal Work Characteristics

describes an individual's overall approach at work in terms of initiative, management of time and multiple work demands, confidence in asking questions and seeking assistance, and openness to learning, continuous improvement and changing perspectives



## Organisational Acumen

concerned with an individual's orientation towards feedback, professionalism and learning from colleagues, understanding of how organisations operate, personal effectiveness and perceptions of responsibility and accountability for learning in the workplace.



## Work Competence

concerned with an individual's personal and professional self awareness, resilience in managing work demands and adaptability, work self-efficacy, work ethic and insight regarding work values



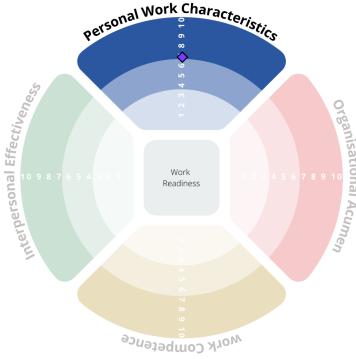
## Interpersonal Effectiveness

concerned with an individual's confidence managing interpersonal situations, ability to read, understand and adapt to different social situations, and effectively work and communicate with others.

# Personal Work Characteristics

This domain describes an individual's overall approach at work in terms of initiative, management of time and multiple work demands, confidence in asking questions and seeking assistance, and openness to learning, continuous improvement and changing perspectives.

Your responses on the WRS indicate that overall in this work readiness domain you are at the **developed** stage. Below is a detailed view of your personal work characteristics.

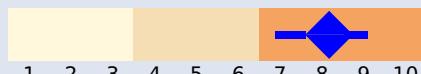


## Managing Work Tasks

This dimension assesses your ability to start and manage multiple work demands and your time in the workplace.

### Foundational Indicators

- Prefers managing one task at once.
- Less focused on managing time.
- Easily stressed by competing demand.
- Hesitant starting tasks without direction.



### Developed Indicators

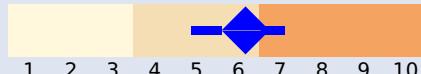
- Enjoys multi-tasking.
- Effectively manages time.
- Effectively manages stress of competing demands.
- Initiates tasks with little direction.

## Work Development Efficacy

This dimension assesses your confidence in asking questions and seeking assistance for learning or clarity in the workplace.

### Foundational Indicators

- Hesitant asking for help when needed.
- Avoids asking questions when unsure about something.
- Feels uneasy approaching senior people at work.



### Developed Indicators

- Assertively seeks assistance when needed.
- Confident asking questions to clarify understanding.
- Confident approaching senior people at work.

## Openness to learning

This dimension assesses your orientation towards learning, performance improvement and changing your views.

### Foundational Indicators

- Limits learning to only what is need.
- Hesitant seeking support from colleagues to deal with challenges.
- Rigid to changing own perspective.
- Unlikely to seek development opportunities.



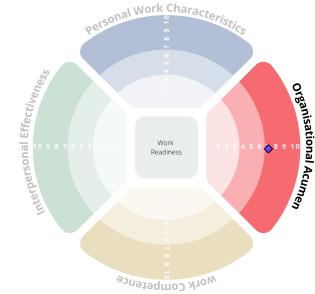
### Developed Indicators

- Seeks experiences and opportunities for continued learning.
- Assertively seeks support from colleagues to deal with challenges.
- Flexible to changing own perspective.
- Seeks opportunities for ongoing development.

# Organisational Acumen

This domain is concerned with an individual's orientation towards feedback, professionalism and learning from colleagues, understanding of how organisations operate, personal effectiveness and perceptions of responsibility and accountability for learning in the workplace.

Your responses on the WRS indicate that overall in this work readiness domain you are at the **developed** stage. Below is a detailed view of your organisational acumen.



## Feedback for Development

This dimension assesses your ability to seek and receive feedback for work improvement.

### Foundational Indicators

- Less receptive to learning from negative feedback.
- Rarely asks for feedback to improve work.
- Limited interest in professional development.
- Less receptive to further learning at work.



### Developed Indicators

- Very receptive to learning from negative feedback.
- Proactively asks for feedback to improve work.
- Proactively focused on developing professionally.
- Very receptive to further learning at work.

## Professional Insight

This dimension assesses perceptions about professionalism and learning from colleagues in the workplace.

### Foundational Indicators

- Reluctant to start at a base level role as a new starter.
- Unfamiliar with unprofessional behaviour at work.
- Less interested in broader learning from all colleagues.
- Unlikely to consult experienced colleagues about work.



### Developed Indicators

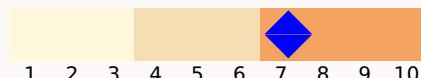
- Very willing to start at a base level role as a new starter.
- Very aware of what comprises unprofessional behaviour.
- Proactively seeks opportunities to learn broadly from all colleagues.
- Very likely to consult experienced colleagues about work.

## Organisational Awareness

This dimension assesses your understanding of how organisations operate, their culture and global factors impacting organisations.

### Foundational Indicators

- Unfamiliar with assessing an organisation's culture.
- Limited understanding of how organisations operate.
- Less interested in current business affairs.
- Less discerning of impact of world affairs on organisations.



### Developed Indicators

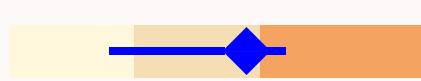
- Confident assessing an organisation's culture.
- Very good understanding of how organisations operate.
- Proactively keeps abreast of current business affairs.
- Very good understanding how world affairs impact organisations.

## Work Effectiveness Approach

This dimension assesses your work effectiveness and perceptions of responsibility and accountability for learning in the workplace.

### Foundational Indicators

- Less receptive to continually improving work performance.
- Perceives staff learning as the organisation's responsibility.
- More focused on achieving results alone.
- Hesitant to take responsibility for making big decisions.
- Focused on demonstrating knowledge as a new starter.
- Less interested in learning about the work of others.



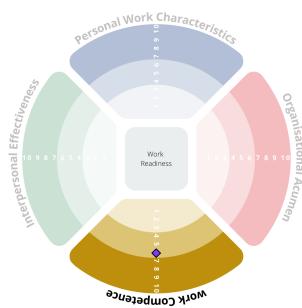
### Developed Indicators

- Very receptive to learning and continually improving performance.
- Take responsibility for own learning about organisation.
- Appreciates the importance of learning through process.
- Confident taking responsibility for making big decisions.
- Values listening and learning as a new starter.
- Seeks opportunities to learn about the work of others.

# Work Competence

This domain is concerned with an individual's personal and professional self awareness, resilience in managing work demands and adaptability, work self-efficacy, work ethic and insight regarding work values.

Your responses on the WRS indicate that overall in this work readiness domain you are at the **emerging** stage. Below is a detailed view of your work competence.

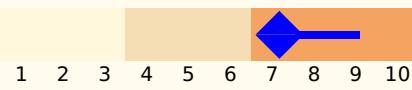


## Self Awareness

This dimension assesses awareness of your strengths, personal and professional development and impact on others.

### Foundational Indicators

- Less aware of professional development areas.
- Less aware of personal development areas.
- Less aware of own strengths.
- Less aware of others' perceptions of you.
- Lower self awareness.



### Developed Indicators

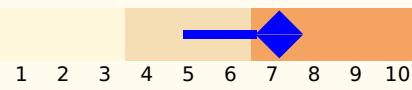
- Good understanding of professional development areas.
- Good understanding of personal development areas.
- Good understanding of own strengths.
- Very aware of how others' perceptions of you.
- High level of self awareness.

## Resilience

This dimension assesses your approach to managing work stressors, demands and adaptability.

### Foundational Indicators

- Difficulty managing work under pressure.
- Tendency to give up when faced with a challenge.
- Difficulty coping with multiple work demands.
- Difficulty adapting in the face of setbacks.
- Prefers to ask for help when dealing with a challenge.



### Developed Indicators

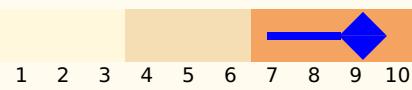
- Effectively manages work under pressure.
- Persists when faced with a challenge.
- Effectively copes with multiple work demand.
- Can easily adapt in the face of setbacks.
- Explores solutions prior to seeking help with a challenge.

## Work Orientation

This dimension assesses your insight into values and what is important at work, work ethic and work preferences.

### Foundational Indicators

- Less focused on work performance.
- Less aware of own work values.
- Indifferent about your work.
- Less interested in analysing problems.
- Less willing to asking questions at work.



### Developed Indicators

- Very focused on effective work performance.
- Highly aware of own work values.
- Very passionate about your work.
- Enjoys taking time to analyse a problem.
- Very willing and open to asking questions at work.

## Work Self Efficacy

This dimension assesses your confidence in applying your knowledge and skills and navigating new workplace experiences.

### Foundational Indicators

- Less confident applying knowledge and skills at work.
- Less self-assured navigating a new work environment.
- Limited belief in your abilities and performance at work.



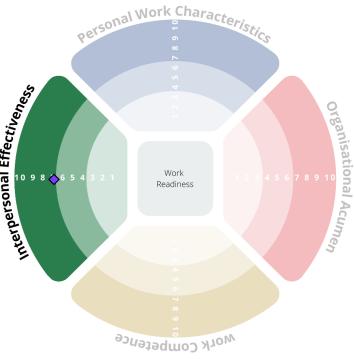
### Developed Indicators

- Confident applying knowledge and skills at work.
- Confident navigating a new work environment.
- Positive belief in your abilities and performance at work.

# Interpersonal Effectiveness

This domain is concerned with an individual's confidence managing interpersonal situations, ability to read, understand and adapt to different social situations, and effectively work and communicate with others.

Your responses on the WRS indicate that overall in this work readiness domain you are at the **developed** stage. Below is a detailed view of your interpersonal effectiveness.

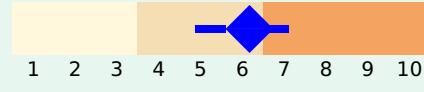


## Interpersonal Adaptability

This dimension assesses awareness of your strengths, personal and professional development and impact on others.

### Foundational Indicators

- Less likely to adapt interpersonal approach at work.
- Less likely to change communication style for different audiences.
- Less perceptive of other people's emotions.
- Difficulty changing focus and managing a crisis situation.



### Developed Indicators

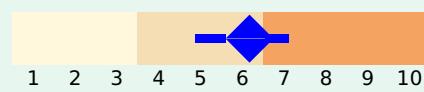
- Effectively adapts interpersonal approach at work.
- Effectively adapts communication style for different audiences.
- Highly aware of the emotions of others.
- Effectively changes focus to deal with a crisis when required.

## Self Assuredness

This dimension assesses your confidence in asserting yourself, managing interpersonal situations and conflict at work.

### Foundational Indicators

- Less self-assured to manage interpersonal conflict.
- Dislikes presenting at work.
- Hesitant in seeking the support of others to manage interpersonal conflict.
- Can experience difficulty explaining ideas.
- Can become defensive when managing aggressive behaviour.



### Developed Indicators

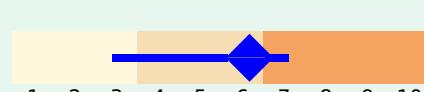
- Confident addressing interpersonal conflict.
- Confident presenting at work.
- Assertively seeks support when managing interpersonal conflict.
- Confident explaining ideas at work.
- Effectively manages aggressive behaviour at work.

## Working with Others

This dimension assesses your teamwork orientation, communication style and your approach to working with others.

### Foundational Indicators

- Dislikes working as part of a team.
- Less likely to build relationships at work.
- Takes time to build rapport with people.
- Uncertain of when to ask for help at work.
- Less prepared to manage unexpected situations.
- Prefers digital communication regardless of work context.
- Tendency to default to digital communication over face to face communication.



### Developed Indicators

- Enjoys working as part of a team.
- Enjoys building relationships with people at work.
- Easily builds rapport with people.
- Confident managing unexpected situations.
- Less prepared to manage unexpected situations.
- Effectively considers work context when choosing best method of communication.
- Enjoys face to face communication over digital methods.

# Overall Self Assessment

When you were asked to rate your overall work readiness, you indicated that you consider your work readiness to be at a **developed (7)** stage.

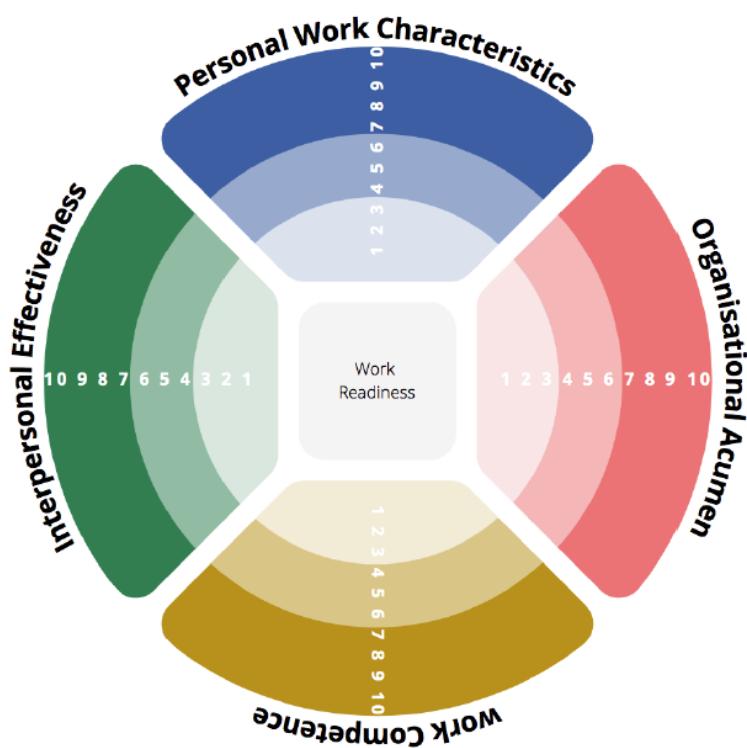
Your rationale for your work readiness overall self rating is:

I'm quite confident in my skillset but there are still things that need to be improved.

## Section 2: Where would you like to be?

After reviewing your WRS Report, make a list of the work readiness areas that you identified as potential development areas:

Use the graph below to plot where you would like to be for each domain as part of your current development planning process:



***Of these areas you identified above, what are the top 3 areas that you would like to work on?***

## Section 3: How can you get there?

Please create 2-3 SMART goals that will help you to achieve the development indicated above. As part of your goal setting reflect on the following questions:

- *What strategies can you put in place to help you develop your work readiness?*
- *Who can you seek feedback from regarding your work readiness development?*
- *How will you be able to evaluate your progress?*

**S** specific

**M** measurable

**A** achievable

**R** relevant

**T** time-bound



Thank you for using the Work Readiness Scale (WRS)  
and the Work Readiness Summary Report.  
For more information or to obtain licensing access to  
the WRS, please contact us via [wrs@deakin.edu.au](mailto:wrs@deakin.edu.au)



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