Fox Valley Technical College

Employability Essentials Self-Assessment

Considering all your time as a student at FVTC, for each element of the Employability Essentials below, rate yourself using the scale from **1** = **mostly false** to **5** = **mostly true**. Explain your rating for each Employability Essential in the space provided.

Adapt to change – Anticipate changes and positively respond to them.						
I anticipate there will be challenges and adjustments in	1	2	3	4	5	N/A
any new situation.						
I modify my thoughts and actions according to new	1	2	3	4	5	N/A
situations that arise.						
I approach change calmly and rationally.	1	2	3	4	5	N/A
I embrace changing technologies.	1	2	3	4	5	N/A

Give examples to illustrate your answers for "Adapt to change."

Think Critically and Creatively – Apply independent and rigorous reasoning that leads to informed decisions, innovation and personal empowerment.

I use critical and creative thinking skills when learning.	1	2	3	4	5	N/A
I consider myself to be open-minded.	1	2	3	4	5	N/A
I am able to sort out fact from opinion and use reliable sources for new information.	1	2	3	4	5	N/A
I effectively use my personal skills to resolve conflicts over values and beliefs.	1	2	3	4	5	N/A

Give examples to illustrate your answers for "Think Critically and Creatively."

Work Collaboratively – Work collaboratively with others to complete tasks, solve problems, resolve						
conflicts, provide information, and offer support.						
I am able to collaborate with others on a team	1	2	3	4	5	N/A
assignment.						
I readily exchange information, ideas, opinions and	1	2	3	4	5	N/A
solutions within group settings.						
I behave toward others in a respectful manner and act in	1	2	3	4	5	N/A
such a way as to reflect the extent of respect for myself.						
I work at resolving conflict effectively and maturely.	1	2	3	4	5	N/A
Give examples to illustrate your answers for "Work Collaboratively."						

Communicate Effectively and Respectfully - Apply appropriate writing, speaking, and listening skills across various settings to engage diverse audience.

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I use appropriate forms of communication to convey my	1	2	3	4	5	N/A
messages.						
I communicate in a non-prejudicial and bias-free	1	2	3	4	5	N/A
manner.						
I participate in discussions and group work, and use	1	2	3	4	5	N/A
active listening skills so that I am able to understand and						
if needed, repeat the real meaning in order to clarify.						
I use social etiquette in all communications such as	1	2	3	4	5	N/A
email, voice mail, texting, and letters, when I						
communicate with other students in the class and/or the						
instructor.						

Give examples to illustrate your answers for "Communicate Effectively and Respectfully."

Act Responsibly – Apply ethical standards in both personal and professional behavior.							
I meet deadlines.	1	2	3	4	5	N/A	
I am accountable for my actions.	1	2	3	4	5	N/A	
I am reliable.	1	2	3	4	5	N/A	
I respect diversity.	1	2	3	4	5	N/A	

Give examples to illustrate your answers for "Act Responsibly."