The Department of Labour is trying to find out if this checklist will be helpful to work-seekers when they look for work. Please help us with this task by completing it.

|  |  |
| --- | --- |
| **Labour Centre:** |  |
| **Gender:** | **Male** | **Female** |
| **Age:** | **16-35** | **36+** |
| **Education:** | **Gr 7 and less** | **Gr 9-11** | **TVET/FET** | **Gr 12** | **Degree or post-school diploma** | **Post-graduate** |

I agree to help with the research. I understand that the checklist is experimental and that my information will be dealt with confidentially and that I can see a Career Counsellor if I want to after the completion of the research √ (Circle the tick)

**Employability Checklist**

**CONFIDENTIAL**

Employers generally want certain skills from work-seekers before they will hire them. These are called your employability skills. Employability means your ability to find work or a skills development opportunity.

Employability skills are made up of certain *general skills* that all workers should have, *formal qualifications and technical skills* you have gained, *work experience* and *life skills* which will help you cope with entering work and maintaining it.

If you are a serious work-seeker, you will want to know which employability skills you need to develop further, to begin your career, enhance your chances of finding work, to be able to cope with unemployment and to hold your career.

The information in the questionnaire is confidential and will only be seen by you, the Career Counsellor and people you give permission to see it. The information will also not be provided to an employer or training provider. There is no right or wrong answers. You will get the best help when you are completely honest. There is also no time limit, although your first thoughts are normally correct.

When you have identified the employability skills you need further development in, remember that it might take time to do that and that the Career Counsellor might not be able to help you immediately, but can refer you to organisations that might be able to assist you.

Read through the statements below and tick only those that you think you need to develop, for example:

 **Tick**

Numeracy skills √

If you for example tick Numeracy skills, then you could be referred for such a course, to improve your skills.

|  |
| --- |
| **EMPLOYABILITY CHECKLIST** |
| **GENERAL SKILLS** | √ |
| Numeracy skills (adding, subtracting, multiplying, dividing, percentage and statistics) |  |
| Literacy skills (Reading, writing, spelling, understanding written materials) |  |
| Basic Computer skills (Keyboard skills, Typing skills, introduction to Microsoft Office) |  |
| Communication skills (verbal and written communication, doing presentations, using fax, e-mail and telephone, stating your opinions and defending them) |  |
| Driver’s licence |  |
|  |  |
| **QUALIFICATIONS AND TECHNICAL SKILLS** |  |
| I have school qualifications of grade 11 and below |  |
| I must redo my highest school qualification, for example Grade 12 to obtain better marks |  |
| I must take different school subjects to ensure I obtain entry into a course |  |
| A short skills programme with a training provider will give me a skill that I can use to find work |  |
| I need to study further at a Further Education and Training College to obtain technical skills |  |
| I must study for a degree or diploma |  |
| I must study for a post-graduate degree or diploma  |  |
| I must obtain training in a learnership where I can learn theory and practical skills and gain work experience |  |
| I need training in an apprenticeship where I can learn theory and practical skills and gain work experience |  |
| I have done an apprenticeship, but need to get my apprenticeship certificate |  |

|  |  |
| --- | --- |
| I need work experience in an internship |  |
|  |  |
| **WORK HISTORY** |  |
| I have little or no work experience |  |
| My work record shows gaps |  |
| My work record shows that I did job-hopping from one employer to the other |  |
| I have been unemployed for more than 6 months |  |
|  |  |
| **LIFE SKILLS** |  |
| **MY CAREER CHOICE** |  |
| I need to know how to choose a career or course |  |
| I need to know where to find careers information |  |
| I need to know how to make a career decision? |  |
| I need to know which skills are needed by employers, so I can choose a career in which I can find a job. |  |
|  |  |
| **MY STUDIES** |  |
| I need to know where to apply for studies |  |
| I need to know where to get finances for studies |  |
| I need to know how to enroll for a course |  |
| I need to know how to book accommodation in a hostel or other student accommodation |  |
| I need study skills or information on how to study |  |
| I need to know about the importance of lifelong learning and building my career |  |
|  |  |

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| --- | --- |
| **MY WORK** |  |
| How the modern labour market works and why I cannot find work |  |
| Job search skills (Where to find a job, CV-writing, cover letter and job application) |  |
| Social media and job searching (How can I use the internet to find a job) |  |
| Job interviewing skills (Preparing to give my best in the job interview) |  |
| Work ethics(habits every worker should have to keep a job and progress well) |  |
| Managing my emotions in the work-place (Staying calm under stress and conflict) |  |
| Having confidence in myself (Believing in myself and being able to stand up for my rights) |  |
| Dealing with discrimination in the work-place (Dealing with other people’s unfair treatment due to their inability to understand that people can be different) |  |
| How to become motivated to find work (Getting myself up and going to look for a job) |  |
| Working well with co-workers and supervisors |  |
| How to network to find a job and advance my career (Contacting others to find work.) |  |
| Showing initiative in the work-place (Coming with proposals and starting with work without being told to do so.) |  |
| Goal-setting and planning to improve my career future (Setting small action steps to reach my end goal.) |  |
| Dealing with unemployment (Dealing with the emotions of being without work.) |  |
| Overcoming barriers to the world of work (There are certain difficulties, such as transport, criminal record that prevent me from finding work) |  |
| Dealing with retrenchment, lay-off or firing from work (Dealing with stress, job-hunting and choosing a way forward) |  |
| Basic money management for unemployed people (How do I budget and deal with debt, to get out of financial trouble) |  |
| How to initiate and manage an employment project in a rural area (I need to know how to start work in my community that will help myself and others to earn money.) |  |

|  |  |
| --- | --- |
| How to become an entrepreneur-small business (Setting up my own small business where I work for myself) |  |
| How to set up a co-operative (Joining a few people to start a business, where we share income.) |  |

Long list of employability skills, not so? Do not become disheartened. Each of us has a certain degree of these employability skills and it will depend on you to improve them throughout your career.

When you are done, press the **submit** button and you will find a summarized report of the employability skills you need to develop. You can print the report and take it to a Careers Counsellor to help you improve your employability and possibly find work.

**Evaluation**

The Department of Labour is interested in how the Checklist worked for you. Please help us rate it:

**The language in the Checklist was:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Very easy** | **Easy** | **Okay** | **Difficult** | **Very difficult** |
|  |  |  |  |  |

**The Checklist was:**

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| --- | --- | --- | --- | --- |
| **Too short** | **Short** | **Okay** | **Long** | **Too long** |
|  |  |  |  |  |

**The Checklist explains the employability skills well:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fully agree** | **Agree** | **Okay** | **Not agree** | **Totally not agree** |
|  |  |  |  |  |

**Do you think the Checklist can help to identify areas you need to develop for the work-place?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fully agree** | **Agree** | **Okay** | **Not agree** | **Totally not agree** |
|  |  |  |  |  |

**Comments: (Please write any comment that will improve the Checklist)**

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