



Tool 1 - Assessment of Employability Attributes

Instructions

Read each attribute description and assess yourself against them. Put an 'x' in either the 'I could work on this' column or the 'I can demonstrate this' column. You can save this page to your desktop and print it for future reference.

Attribute	Description of behaviour at work	I could work on this	I can demonstrate this
Loyalty	You talk about the organisation positively to others and put the organisation's requirements above your own short term needs.		
Commitment	You are willing to stay with the organisation for a reasonable period of time.		
Honesty and integrity	You are honest in your dealings with the organization – you don't lie or steal and you own up to mistakes so that they can be corrected.		
Enthusiasm	You approach your work with a cheerful demeanor and are willing to do things that are new or different, or personally challenging (providing they are not illegal or inappropriate of course).		

Attribute	Description of behaviour at work	I could work on this	I can demonstrate this
Reliability	You turn up for work regularly on time and ready for work. You make and keep commitments you make to others.		
Personal presentation	You look neat and well presented, and in a manner that makes clients and colleagues confident in your professional ability.		
Common sense	You can think through problems and generate a reasonable solution for all parties based on your understanding of the situation and organizational requirements.		
Confidence	You believe in yourself and what you can offer, and this shows in the way you interact with others from all walks of life in a respectful and genuine manner.		
A sense of humour	You can laugh at yourself and see the funny side of situations that you might find yourself in. You are comfortable with jokes at an appropriate time, and recognise the right type of humour for the situation.		

Attribute	Description of behaviour at work	I could work on this	I can demonstrate this
A balanced attitude to work and home life	You are willing to work hard to get the job done, but know when you need to take a break to recharge. You use your leave entitlements appropriately. You give plenty of notice when you will need time off to manage personal matters and where possible manage this around your job demands.		
An ability to deal with pressure	You cope with managing a range of different tasks with different deadlines and can prioritise to get things done within the time available.		
Motivation	You are driven to do the best job you can and to be an effective and cooperative team member.		
Adaptability	You are comfortable when tasks, people and things change, and can adapt your work day to respond to the new situation, while maintaining your composure and focus.		