

Initials only: _____

Complete the self-management checklist below to see what you will need to improve on for work experience or getting paid employment.

| HOW GOOD ARE YOU AT? | Brilliant | Good | OK | Poor |
|---|------------------|-------------|-----------|-------------|
| Timekeeping and attendance | | | | |
| Knowing what skills and qualities are needed for success at work | | | | |
| Planning your own learning | | | | |
| Being able to identify which skills you need to develop and improve | | | | |
| Dressing and behaving appropriately in different situations | | | | |
| Understanding the importance of Health and Safety in the Workplace | | | | |
| Producing a good level of work on time | | | | |
| Communicating in a way that is appropriate to the situation | | | | |
| Working successfully with others | | | | |
| Knowing what is good and poor customer service | | | | |
| Making use of help and support when working with others | | | | |
| Identifying suitable work experience/job opportunities | | | | |

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| | | | | |
|---|--|--|--|--|
| Finding out information about work experience/job options | | | | |
| Writing CVs, letters and job applications | | | | |
| Presenting yourself well at an interview | | | | |
| Understanding your rights and responsibilities | | | | |
| Being able to problem solve or ask for help when facing a problem | | | | |
| Calculating basic number problems | | | | |