

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Employability Skills: Fundamental Skills**

Employability Skills are the skills that you need to enter, stay in and progress in the world of work. They are critical skills that you use in your workplace and in your daily and personal activities. These skills include: communication, problem solving, positive attitudes and behaviours, adaptability, working with others and science, technology and mathematical skills.

#### Fundamental Skills:

Those skills, which provide the basic foundation to get, keep and progress on a job and to achieve the best results. You will be better prepared for the workforce when you can:

##### Communicate

- Write and speak so others understand
- Listen to and understand and learn
- Read, comprehend and use written materials, including graphs, charts, etc.
- Write effectively in the languages in which business is conducted

##### Manage Information

- Gather and organize information
- Analyze and apply knowledge

##### Use Numbers

- Measure and calculate
- Record data using appropriate tools and technology
- Make estimates and verify calculations

##### Think and Solve Problems

- Assess situations and identify problems
- Look for different points of view and use facts to evaluate them
- Identify the root causes of problems
- Be creative and innovative when looking for solutions to problems
- Use science, technology and math to gain knowledge, make decisions and to solve problems
- Evaluate solutions in order to be able to make recommendations
- Implement solutions
- Check if solutions work and act on opportunities for improvement

**Questions 1: Choose a fundamental skill that you have from: communicate, use numbers, manage information and think and solve problems.**

**Your answer:** \_\_\_\_\_

**Question 2: What evidence do you have that you have these skills? You can use the chart below. You do not need to provide the proof.**

**Answer to Question 2:** \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Current report card</li> <li>• Letters of recommendation</li> <li>• School transcript</li> <li>• Honour Roll</li>   <li>• Scholarships</li> <li>• Contests (Gauss Math Test, Skills Canada)</li> <li>• Test scores</li> <li>• Writing samples (projects, reports, essays, poems, etc)</li> <li>• Oral presentations</li> <li>• Languages spoken or studied</li> <li>• Performance appraisals from school or work</li> <li>• Art profiles</li> <li>• Any technical courses taken</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills; database project, keyboarding speed, spread sheet project, PowerPoint presentation</li> <li>• Journal entries</li> <li>• Certification in Microsoft Office User Specialist (MOUS)</li> <li>• Certification in First Aid</li> <li>• Driver's licence</li> <li>• Superhost certification</li> <li>• FoodSafe certification</li> <li>• Film Industry Orientation Course</li> <li>• Picture of a completed woodwork or mechanics project</li> <li>• Art, drama, or music presentation</li> <li>• Seminars attended</li> <li>• Other</li> </ul>
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**Questions 3: Choose a different fundamental skill that you have from: communicate, use numbers, manage information and think and solve problems.**

**Your answer:** \_\_\_\_\_

**Question 4: What evidence do you have that you have these skills? You can use the chart above. You do not need to provide the proof.**

**Answer to Question 4:** \_\_\_\_\_