

## What Have You Got to Offer?

What kind of employee will you be? Take stock of yourself before you write your resume or do an interview and get an idea. Answer these “yes/no” questions honestly and see how you rate.

- \_\_\_ 1. Do you have a real willingness and desire to learn new skills and new ways of doing things?
- \_\_\_ 2. Are you neat in your personal appearance and work habits?
- \_\_\_ 3. Are you punctual (on time)?
- \_\_\_ 4. Can you apply yourself to a job without being easily bored or distracted?
- \_\_\_ 5. Can you adapt to new and unexpected situations easily?
- \_\_\_ 6. Can you work under pressure without become overly nervous or upset?
- \_\_\_ 7. Can you verbalize your strengths and weaknesses? Try it here: Strengths: \_\_\_\_\_  
\_\_\_\_\_ Weaknesses: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 8. Are you emotionally stable, capable of taking things in stride?
- \_\_\_ 9. Do you have initiative to work on your own, without constant supervision?
- \_\_\_ 10. Do you have a sense of duty and responsibility toward your work?
- \_\_\_ 11. Are you reliable? Can you be depended upon to do a satisfactory job?
- \_\_\_ 12. Can you gain the respect of and cooperate with fellow workers and supervisors?
- \_\_\_ 13. Can you follow directions willingly, asking questions when necessary?
- \_\_\_ 14. Can you understand instructions and carry them out accurately, or ask questions when instructions are unclear?
- \_\_\_ 15. Can you accept criticism without feeling hurt?
- \_\_\_ 16. Can you work without direct supervision?
- \_\_\_ 17. Can you carry a job through to completion?
- \_\_\_ 18. Can you leave your personal problems at home?
- \_\_\_ 19. Can you follow directions and work productively even if you disagree with your supervisor’s methods or ideas?
- \_\_\_ 20. Are you willing to work your “fair share” of shifts on weekends/holidays? Are you willing to miss school recreational activities for work? (dances, sports activities, etc.)

If you answered “No” to any of these questions, give some thought to your readiness for employment. Accepting a job is making a commitment to an employer. Make sure you understand the job requirements before accepting a position.