

Self-Evaluation of Work Skills

Please evaluate your work skills by saying what percentage of the time each statement is true. (Remember, 25 percent means one out of four times, 50 percent means half the time, 75 percent means three out of four times, and 100 percent means every single time.) Choose a percentage that fits your work habits and skills as accurately as possible.

Work Skill	Percent
1 I am an active listener.	
a. I ask questions to increase my own understanding and broaden class discussions.	
b. I listen to and follow directions promptly.	
2 I am an active participant in my own learning. For example, I come prepared with materials, get to class activities on time, etc.	
3 I keep my materials and property organized.	
4 I accept new learning challenges with a positive attitude. I exhibit an "I can" and "I will try" approach to learning.	
5 I make good use of my work time.	
6 I make good use of my silent-reading time.	
7 I work without distracting others.	
8 I work cooperatively and support others during group work.	
9 I take my time and produce high-quality work. I thoughtfully explore ideas and concepts and stretch my learning to new levels.	
10 I give evidence and explain my thinking.	
11 I do my work neatly.	
12 I turn my work in on time.	
13 I take my mail home and return papers to school promptly.	
14 I do my share in taking care of the classroom.	
15 I feel good about the choices I make.	

Please describe a specific time when you made a good choice.

16 I feel good about myself. I like myself.	
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Please explain a strength you have. Be specific.

17 I spend about _____ at night on my homework.	
18 When I feel confused, I do my best, and I ask questions.	