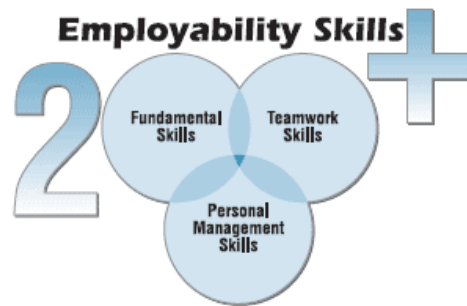




# Career Life Education

## Employability Skills

*Why is Change Inevitable?*



## **Employability Skills & Self Reflection**

Let's see where you stand. Do you have any employability skills? What can you improve on?

Take the [Service Canada Fundamental Skills Test](#)

You will see these three quiz options when you open the link:

1. Numeracy
2. Document Use
3. Reading

There are a few options listed for each quiz, please take all the quizzes -starting with the most basic and working towards the more advanced. When complete, copy (a screenshot is a good option) your results into a document for you to submit here with your self reflection.

Upon completion of each quiz, make sure you save the results and then continue with the next quiz(es).

Once the answers have been compiled, then you will be able to view your strengths and what you must work on.

Visit the following site: [Skills You Need](#)

The above site talks about "soft" and "hard" skills. Please give a brief description and summary of both soft and hard skills (3-4 sentences for each).

Assignment:

After completing all of the surveys listed above, do the following -

1. Provide your results for the *Service Canada Fundamental Skills Test*. This could be screenshots or copying and pasting (make sure you add titles so your teacher can easily understand what you are submitting) each of your quiz results.
2. Include a brief description and summary of both soft and hard skills. This should be about 2-3 sentences for soft skills and 2-3 sentences for hard skills.
3. Do you agree with the results? Explain why or why not? It is important to provide evidence supporting answers in the survey.

Assessment:

(see next page for rubric)

**Question Response Rubric**



Criteria	Ratings				Pts
Understanding	<b>4.0 pts</b> <b>100%</b> Understands and responds to all questions.	<b>3.0 pts</b> <b>75%</b> Understands and responds to all or most questions.	<b>2.0 pts</b> <b>50%</b> Understands and responds satisfactorily to most questions, but there are omissions.	<b>1.0 pts</b> <b>25%</b> Responds to few than half the questions, and/or misunderstands questions.	4.0 pts
Response	<b>4.0 pts</b> <b>100%</b> Student's response is perceptive and shows awareness of self.	<b>3.0 pts</b> <b>75%</b> Student's response is reasonable well done and shows understanding of self.	<b>2.0 pts</b> <b>50%</b> Student's response is reasonable, but is missing an explanation or is not specific enough.	<b>1.0 pts</b> <b>25%</b> Student's response is vague and does not show an understanding of self.	4.0 pts
Text Evidence	<b>4.0 pts</b> <b>100%</b> Exemplary evidence supporting the survey.	<b>3.0 pts</b> <b>75%</b> Evidence is used to support the survey results and is accurate and relevant.	<b>2.0 pts</b> <b>50%</b> Evidence is not specific enough. Needs more information.	<b>1.0 pts</b> <b>25%</b> Evidence is present but inadequate.	4.0 pts
Grammar & Spelling	<b>4.0 pts</b> <b>100%</b> Contains no grammatical or spelling errors.	<b>3.0 pts</b> <b>75%</b> Contains some grammatical and spelling errors, as a result some areas may be unclear.	<b>2.0 pts</b> <b>50%</b> Contains many grammatical and spelling errors that compromise coherency and meaning.	<b>1.0 pts</b> <b>25%</b> Student needs to demonstrate proper grammatical skills.	4.0 pts

**Total Points: 16.0**