**Foundation Skills Evaluation**

To be successful in the world of work, you will need to have the foundation skills listed in the table below.

**Directions:** Read and think about each statement. Determine whether you are **Good At** or **Need Improvement** in each skill area and check the appropriate column.Talk with your parents/guardians, teachers, or counselor about ways to improve in these areas and list them on page 2 of the table.

| **Skill Area** | **Good At** | **Needs Improvement** |
| --- | --- | --- |
| **Basic Skills:** Reads, writes, performs arithmetic and mathematical operations; listens and speaks well |  |  |
| A. Reading |  |  |
| B. Writing |  |  |
| C. Arithmetic/Mathematics |  |  |
| D. Listening |  |  |
| E. Speaking |  |  |
| **Thinking Skills**: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons well |  |  |
| A. Creativity |  |  |
| B. Decision Making |  |  |
| C. Problem Solving |  |  |
| D. Seeing Things in the Mind’s Eye |  |  |
| E. Knowing How to Learn |  |  |
| F. Reasoning |  |  |
| **Personal Qualities**: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty |  |  |
| A. Responsibility |  |  |
| B. Self-Esteem |  |  |
| C. Sociability |  |  |
| D. Self-Management |  |  |
| E. Integrity/Honesty |  |  |
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| **Ways to improve skills:** | | |
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