

# My current skills

Self-reflection questionnaire

These are the skills employers in Hertfordshire say are important in young people. Please complete on a scale of 1-10 (where 10 is high), how highly you now rate yourself on each of these skills. Which skills have you developed or improved over the year? Did you develop them through taking part in subject lessons, off-timetable activities, out of school activities, anything else? Please give some detail.

Personal and people skills											
<b>1. Motivation and ambition</b>	1	2	3	4	5	6	7	8	9	10	
Actively participate. Show enthusiasm and knowledge of the sector. Pursue your aspirations and goals.											
<b>2. Confidence</b>	1	2	3	4	5	6	7	8	9	10	
Willing to meet new people. Able to hold conversations with peers, managers and customers. Recognise your own strengths and be able to present these.											
<b>3. Respect and good manners</b>	1	2	3	4	5	6	7	8	9	10	
Listen and learn. Recognise the feelings of others. Be polite. Remain calm.											
<b>4. Determination and resilience</b>	1	2	3	4	5	6	7	8	9	10	
Commitment to getting things done. Learn from mistakes and accept criticism. Resist distractions. Adapt to changes.											
<b>5. Adaptability</b>	1	2	3	4	5	6	7	8	9	10	
Flexible to cope with changing demands. Able to apply knowledge to different situations.											
<b>6. Teamwork</b>	1	2	3	4	5	6	7	8	9	10	
Cooperate with others. Recognise skills in others. Value contribution from others.											

Technical and practical skills										
<b>7. Numeracy</b>	1	2	3	4	5	6	7	8	9	10
Apply simple mathematical concepts. Understand simple arithmetic. Understand costs and expenditure.										
<b>8. Literacy</b>	1	2	3	4	5	6	7	8	9	10
Able to express yourself in writing. Understanding of business etiquette verbally and in writing. Able to explain yourself verbally										
<b>9. Business and customer awareness</b>	1	2	3	4	5	6	7	8	9	10
Understand commercial realities. Able to communicate professionally with customers. Manage your time effectively										
<b>10. Analytical and problem-solving skills</b>	1	2	3	4	5	6	7	8	9	10
Investigate systematically. Identify problems. Look for better ways and suggest solutions. Plan and organise tasks										
<b>11. Digital technology</b>	1	2	3	4	5	6	7	8	9	10
Understand the development in technology for business. Basic knowledge of IT										
<b>12. Qualifications</b>	1	2	3	4	5	6	7	8	9	10
Achieve qualifications that are valued by employers.										
<b>Which skills do you need to develop further next year? (please insert the numbers of the skills)</b>										
<b>How could you do this?</b>										

