

## **WOULD YOU HIRE YOURSELF?**

<b>Always</b>	<b>Usually</b>	<b>Sometimes</b>	<b>Never</b>	
<b>Instructions:</b> Put a check in the box that most clearly describes your habits as a worker or student.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you a willing worker?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you dependable and on time?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you get along well with your co-workers or fellow students?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When you make a mistake, do you admit it, correct it and try to avoid making it again?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you follow the rules?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you ignore rumors and refuse to gossip?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you keep your work/study area neat, clean and in order?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you keep yourself well-groomed, clean and presentable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you work well on your own, without constant supervision?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you finish assigned tasks on time?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you are going to be late for work or absent, do you call to let your supervisor or teacher know ahead of time?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you take criticism well?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you take pride in your work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Could you get any of your previous employers or teachers to give you a good recommendation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Would you hire yourself?

### **TOP 10 QUALITIES EMPLOYERS SEEK**

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| <ul style="list-style-type: none"> <li>▪ Communication skills (verbal and written)</li> <li>▪ Teamwork skills (works well with others)</li> <li>▪ Motivation/initiative</li> <li>▪ Analytical skills</li> <li>▪ Computer skills</li> </ul> | <ul style="list-style-type: none"> <li>▪ Honesty/integrity</li> <li>▪ Interpersonal skills (relates well to others)</li> <li>▪ Strong work ethic</li> <li>▪ Flexibility/adaptability</li> <li>▪ Organizational skills</li> </ul> |
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