

Job Readiness Skills worksheet

Name: _____

Date: _____

1. What are your top three strengths that you believe will help you succeed in a job?

2. How do you handle constructive criticism from supervisors or colleagues?

3. Describe a time when you had to work as part of a team. What role did you play, and how did you contribute to the team's success?

4. What strategies do you use to manage your time effectively and meet deadlines?

5. How do you approach problem-solving when faced with a challenging task at work?

6. What steps do you take to ensure clear and effective communication with your colleagues and supervisors?

7. How do you demonstrate professionalism in the workplace?
