

## SCANS Self-Assessment

**Directions:** Place a check mark under the appropriate column for each skill or competency to indicate whether you consider it a strength or if you feel you need improvement in that area. For areas needing improvement, note steps you can take to improve your skills. Remember, the more skills you can master, the more likely you can find and retain employment.

	Strengths	Needs Improvement	Strategies to Improve (Workshops, classes, referral, counseling, etc.)
<b>EMPLOYER EXPECTATIONS</b>			
<b>Basic Skills</b>			
Reading			
Writing			
Speaking			
Listening			
Arithmetic			
Mathematics			
<b>Thinking Skills</b>			
Think Creatively			
Make Decisions			
Solve Problems			
Know How to Learn and Reason			
<b>Interpersonal Skills</b>			
Work on Teams			
Teach Others			
Lead			
Serve Customers			
Negotiate			
Work with Culturally Diverse People			
<b>Personal Qualities Employers Want</b>			
Responsibility			
Self-management			
Integrity			
Honesty			
Sociability			
<b>JOB SEEKING COMPETENCIES</b>			
Personal Appearance			
Interviewing Skills			
Ability to Complete Application			
Résumé Preparation			
Job Search Methods			
Job Retention Knowledge			

Source: U.S. Department of Social Services