

Employability Skills Self-Assessment Part 4: Report Card Performance Analysis

Introduction:

Here you sit looking at your report card. As you gaze down at your grades, do you know what caused you to **earn** these grades? Do you know why you are successful? Do you know why you are struggling? Complete the following analysis that will allow you to relate your marks to your current work habits.

Instructions:

Read each statement. For each statement check off one of the three responses provided: **Hardly ever**, **Sometimes**, or **Most always**. After you have completed checking off all of your responses, read over each response and rate it as either a positive work habit or a negative work habit. After you have classified each habit, complete the reflection on the following page, the Work Habit Action Plan, by listing things you are going to **start doing**, **continue doing**, and **stop doing** so as to improve your report card next time.

Statement	Hardly ever	Sometimes	Most always	+ / - Habit
1. I use all my late slips each month.				
2. I bring all the supplies I need to each class.				
3. I start and complete my assignments as soon as I get them.				
4. I listen when the teacher is talking.				
5. I study for my tests.				
6. I write all homework in my agenda.				
7. I try to study a bit each day.				
8. I keep my subject notebooks organized.				
9. I take notes when the teacher is talking.				
10. I use my spares to complete assignments.				

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Statement	Hardly ever	Sometimes	Most always	+ / - Habit
11. I actively participate in class discussions.				
12. I usually write a "rough copy" of an essay.				
13. I proofread and spell-check all my assignments.				
14. I ask the teacher if I have trouble understanding.				
15. I get eight hours of sleep each night.				
16. I rush my homework so I can get to my part-time job.				
17. I catch up on work that I missed when I am absent.				
18. I make every effort to get to class.				
19. I sit in the hallway when I have a spare.				
20. I put an effort into learning every day.				

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Work Habit Action Plan

<p>Start</p>	<ul style="list-style-type: none">▪▪▪▪
<p>Continue</p>	<ul style="list-style-type: none">▪▪▪▪
<p>Stop</p>	<ul style="list-style-type: none">▪▪▪▪

