**Baseline Assessment: Preparing for Employability -- Term 1**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Unit 1: Team Building**

**1. List three ways you can communicate your personal needs or questions to team members:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Which of these behaviours is appropriate in a team setting? (Select all that apply)**

* □ Listening to others' ideas respectfully
* □ Taking credit for team achievements
* □ Offering help when teammates struggle
* □ Interrupting others frequently
* □ Sharing resources and information

**3. Your supervisor gives you directions for a new task. What should you do first?**

a) Start working immediately

b) Ask clarifying questions if anything is unclear

c) Wait for written instructions

d) Ask a colleague to explain instead

**Unit 2: Workplace Safety**

**4. Define what "safety literacy skills" means in the workplace:**

**5. Identify three common workplace hazards and their solutions:**

| **Hazard** | **Solution** |
| --- | --- |
| A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**6. If you identify a workplace hazard, what is the proper reporting procedure?**

a) Fix it yourself immediately

b) Tell a colleague about it

c) Report it to your supervisor or safety officer

d) Write it in your personal notes

**7. During workplace onboarding, you should expect to learn about: (Select all that apply)**

* □ Company policies and procedures
* □ Emergency evacuation routes
* □ Personal information about colleagues
* □ Safety protocols and equipment
* □ Your specific job responsibilities

**8. List three signs that might indicate workplace stress affecting your mental health:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Unit 3: Technology**

**9. List the basic steps to turn on a computer and open a document:**

**10. You need to create and save a presentation. Put these steps in the correct order (1-4):**

\_\_\_ Open presentation software

\_\_\_ Save the document with an appropriate name

 \_\_\_ Create content on slides

\_\_\_ Choose a save location/folder

**11. When navigating a website to find information, which strategies are most effective? (Select all that apply)**

* □ Use the search function
* □ Check the main navigation menu
* □ Click on random links
* □ Look for site maps or help sections
* □ Read all text on every page

**12. What makes an online interaction unsafe? List three examples:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**13. When sending a professional message using technology, you should include:**

a) Casual greetings and emojis

b) Clear subject line and professional language

c) Personal information about your day

d) Jokes to make it more friendly

**Unit 4: Self Advocacy**

**14. Describe your understanding of your own abilities and any accommodations you might need:**

**15. Where can you find information about your rights and responsibilities in the workplace?**

a) Social media

b) Government websites and employment law resources

c) Friends and family

d) Popular magazines

**16. List three types of community service agencies that might provide support:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17. Natural supports in your life might include: (Select all that apply)**

* □ Family members
* □ Close friends
* □ Mentors or coaches
* □ Professional service providers
* □ Trusted colleagues

**18. You feel someone is taking advantage of you at work. What should you do?**

a) Ignore it and hope it stops

b) Confront them aggressively

c) Document the incidents and seek support

d) Quit your job immediately

**Unit 5: Maintaining Employment**

**19. Confidentiality in the workplace means:**

a) Not talking to anyone about work

b) Keeping sensitive company and client information private

c) Only sharing information with friends

d) Writing everything down for personal records

**20. List three professional behaviours you should monitor in yourself:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**21. When receiving feedback from your supervisor, you should:**

a) Immediately defend your actions

b) Listen carefully and ask questions for clarification

c) Agree without discussion

d) Share the feedback with colleagues

**22. In professional conversations, you should:**

a) Share personal problems freely

b) Stay focused on work-related topics

c) Gossip about colleagues

d) Discuss salary information openly

**Unit 6: Financial Literacy**

**23. Calculate your monthly savings if you earn £1,800 and spend £1,200:**

**Answer:** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**24. Create a simple monthly budget with these categories and amounts:**

**Income:** £2,000

| **Category** | **Amount** |
| --- | --- |
| Housing | £\_\_\_\_\_\_\_ |
| Food | £\_\_\_\_\_\_\_ |
| Transportation | £\_\_\_\_\_\_\_ |
| Utilities | £\_\_\_\_\_\_\_ |
| Savings | £\_\_\_\_\_\_\_ |
| Entertainment | £\_\_\_\_\_\_\_ |

**25. Before making a large purchase, you should consider: (Select all that apply)**

* □ Whether you actually need the item
* □ If you can afford it without going into debt
* □ Whether friends will be impressed
* □ If there are cheaper alternatives
* □ Your budget and financial goals

**26. List four items that appear on a paycheck:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* D) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**27. Match the banking service with its description:**

| **Service** | **Description** |
| --- | --- |
| Current Account | A) Saves money and earns interest |
| Savings Account | B) Used for daily transactions |
| Debit Card | C) Allows spending of borrowed money |
| Credit Card | D) Accesses your own money electronically |

**Unit 7: Health and Wellness**

**28. How can poor health impact your employment? Give two examples:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**29. List three healthy strategies for managing workplace stress:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**30. Set one realistic health goal for yourself:**

**Goal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How will you achieve it:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**31. Name three different types of exercise:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**32. List three appropriate leisure activities available in your community:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**33. What does appropriate personal grooming for the workplace include? (Select all that apply)**

* □ Clean, well-maintained hair
* □ Strong cologne or perfume
* □ Clean, trimmed fingernails
* □ Wrinkled clothing
* □ Good oral hygiene
* □ Appropriate clothing for the workplace

**34. Where can you access fitness resources in your community? List three options:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Unit 8: Preparing for Employment**

**35. Your application materials (CV and cover letter) should include: (Select all that apply)**

* □ Contact information
* □ Work experience and education
* □ Why you're interested in the position
* □ Personal medical history
* □ Relevant skills and achievements
* □ What you can contribute to the company

**36. Create a list of three types of people who could serve as professional references:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**37. During a job interview, appropriate etiquette includes:**

a) Arriving 15-20 minutes late

b) Dressing professionally and arriving on time

c) Bringing food or drinks

d) Using your phone during the interview

**38. List three good questions to ask during a job interview:**

* A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**39. After a job interview, what should you do to evaluate your performance? (Select all that apply)**

* □ Forget about it and wait for results
* □ Reflect on what questions were difficult
* □ Think about what you did well
* □ Consider what you could improve next time
* □ Ask for feedback if appropriate
* □ Write down key points for future interviews

**Unit 9: Social Communication**

**40.** Appropriate non-verbal communication in the workplace includes: (Select all that apply)

* □ Maintaining appropriate eye contact
* □ Using open body language
* □ Respecting personal space
* □ Pointing at people while speaking
* □ Nodding to show understanding

**41.** Active listening involves: (Select all that apply)

* □ Giving your full attention to the speaker
* □ Thinking about your response while they talk
* □ Asking follow-up questions
* □ Summarising what you heard
* □ Looking at your phone occasionally

**Assessment Results**

**Total Score:** \_\_\_\_\_ /

**Strengths identified:**

**Areas for development:**

**Recommended focus areas for Term 1:**

* **Assessor signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_
* **Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_