

The authors of this questionnaire, Ciarocco and Strohmetz (2016) suggest that once you have taken the questionnaire and scored it, you can use the results “as the start of a personal professional development plan. Students could self-assess their strong and weak skills and then develop a long-term plan through curricular and experiential opportunities to develop weak skills. They could re-assess their skills set after they implement their professional development plan.” (p. 6).

### **Employable Skills Self-Efficacy Survey**

Please indicate your level of agreement with the following statements using these options:

1                    2                    3                    4                    5                    6

<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Somewhat Disagree</i>	<i>Somewhat Agree</i>	<i>Agree</i>	<i>Strongly Agree</i>
------------------------------	-----------------	------------------------------	---------------------------	--------------	-----------------------

- \_\_\_\_\_ 1. I feel comfortable working in group settings.
- \_\_\_\_\_ 2. I would rather be the person who gets to lead a group project.
- \_\_\_\_\_ 3. People easily understand what I mean when I am talking to them.
- \_\_\_\_\_ 4. I struggle to manipulate numbers in a spreadsheet.
- \_\_\_\_\_ 5. Writing is not a strong skill for me.
- \_\_\_\_\_ 6. I can easily think of ways for testing my research questions.
- \_\_\_\_\_ 7. I prefer not to volunteer for more than I have to already do.
- \_\_\_\_\_ 8. I can persuasively present my ideas through my writing.
- \_\_\_\_\_ 9. My mind seems to go blank when I have to speak in front of a group of people.
- \_\_\_\_\_ 10. I have difficulty delegating when working in groups.
- \_\_\_\_\_ 11. I feel uncomfortable in professional settings.
- \_\_\_\_\_ 12. I have trouble evaluating the quality of information I get from publications.
- \_\_\_\_\_ 13. I struggle to gather the information from reliable sources.
- \_\_\_\_\_ 14. People often misunderstand my point when reading my writing.
- \_\_\_\_\_ 15. I have difficulty planning a project from start to finish.
- \_\_\_\_\_ 16. I typically remember all information I read.
- \_\_\_\_\_ 17. Others sometimes believe that I can be somewhat unreliable in meeting deadlines.
- \_\_\_\_\_ 18. My mind tends to wander when someone is verbally telling me what needs to be done.
- \_\_\_\_\_ 19. It is easy for me to follow written directions.
- \_\_\_\_\_ 20. I can easily use software to create tables and graphs to effectively display information.
- \_\_\_\_\_ 21. I am eager to learn new information.
- \_\_\_\_\_ 22. When I have multiple projects, I can easily set priorities.

- 23. I do what it takes to finish a project even if I do not find it enjoyable.
- 24. I often have difficulty verbally expressing my thoughts to others.
- 25. I can easily fit into any group work setting.
- 26. It is easy for me to use the scientific approach when solving problems.
- 27. Professional writing is easy for me.
- 28. I am easily overwhelmed by data.
- 29. It is difficult for me to remember information I only hear.
- 30. I am confident whenever I need to lead a group project.
- 31. I know where to find relevant information from good sources when I need it.
- 32. It is easy for me to find the information that I need using search engines such as Google.
- 33. It is easy for me to follow verbal directions.
- 34. I am an effective leader in group settings.
- 35. I usually understand information that I read.
- 36. I like having opportunities to improve my leadership skills.
- 37. I am comfortable learning to use new technology when working on a project.
- 38. I am not sure what it means to dress “professionally.”
- 39. I typically comprehend information that someone tells me verbally.
- 40. It is easy for me to integrate information from a wide variety of sources.
- 41. I struggle to manage my time.
- 42. I rarely procrastinate when working on projects.
- 43. I prefer to work alone on projects.
- 44. It is easy for me to use data when making decisions.
- 45. I have trouble working in groups successfully.
- 46. I struggle with being self-motivated in my work.
- 47. I have the analytical skills to work with data.
- 48. I often feel lost when trying to read professional publications.
- 49. I can persuasively present my ideas in talking with others.
- 50. I think I do some of my best work in group settings.
- 51. I can easily organize information into a database.

**SCORING KEY (NOTE: "r" indicates the item rating should first be reverse-coded)****Communication Skills**

Writing Skills Subscore: \_\_\_\_\_ (Take mean of 5r, 8, 14r, & 27)

Speaking Skills Subscore: \_\_\_\_\_ (Take mean of Items 3, 9r, 24r, & 49)

Reading Skills Subscore: \_\_\_\_\_ (Take mean of Items 16, 19, 35, & 48r)

Listening Skills Subscore: \_\_\_\_\_ (Take mean of Items 18r, 29r, 33, & 39)

Overall Communication Skills Score: \_\_\_\_\_

(Take mean of writing skills, speaking skills, reading, and listening skills items)

**Analytical Inquiry Skills**

Research Skills Subscore: \_\_\_\_\_ (Take mean of Items 6, 26, 28r, 44, & 47)

Information Literacy Skills Subscore: \_\_\_\_\_ (Take mean of Items 12r, 13r, 31, & 40)

Overall Analytical Inquiry Skills Score: \_\_\_\_\_

(Take mean of research skills and information literacy skills items)

**Collaboration Skills**

Working in Groups Skills Subscore: \_\_\_\_\_ (Take mean of Items 1, 25, 43r, 45r, & 50)

Leadership Skills Subscore: \_\_\_\_\_ (Take mean of Items 2, 10, 30, 34, & 36)

Overall Collaboration Skills Score: \_\_\_\_\_

(Take mean of working in groups skills and leadership skills items)

**Professional Development Skills**

Self-Management Skills Subscore: \_\_\_\_\_ (Take mean of Items 21, 22, 41r, & 42)

Professional Skills Subscore: \_\_\_\_\_ (Take mean of Items 7r, 11r, 15r, 17r, 23, 38r, & 46r)

Technology Skills Subscore: \_\_\_\_\_ (Take mean of Items 4r, 20, 32, 37, & 51)

Overall Professional Development Skills Score: \_\_\_\_\_

(Take mean of working in self-management skills, professional skills, and technology skills items)