**Employability skills questions**

**When should you use these questions?**

These questions may be useful if your project aims to improve employability skills. The questions were developed by Llinares-Insa. Gonzalez-Navarro et al., and measure employability skills across three different areas: behaviours to protect employment, risks to employment and self-learning in employment.

**How to use these questions**

These questions can be copied and pasted directly into a questionnaire. The questions cover three areas of employability skills. The first set of questions cover behaviours to protect employment, the second risks to employment and the third self-learning in employment.

For the first and third set of questions (behaviours to protect employment and self-learning in employment), choosing ‘agree’ or ‘strongly agree’ shows a higher level of employability skills. For the second set of questions (risks in employment), choosing ‘disagree’ or ‘strongly disagree’ shows a higher level of employability skills.

It is not necessary to include all three areas in your questionnaire, only those which are relevant to your project. If you are including an area in your questionnaire, you must include all questions which make it up.

Each area should be analysed separately. For the first and third set of questions (behaviours to protect employment and self-learning in employment) assign a 5 to ‘strongly agree’, a 4 to ‘agree’, a 3 to ‘neither agree nor disagree’, a 2 to ‘disagree’ and a 1 to ‘strongly disagree’. For the second set of questions (risks to employment), reverse this and assign a 5 to ‘strongly disagree’, a 4 to ‘disagree’, a 3 to ‘neither agree nor disagree’, a 2 to ‘agree’ and a 1 to ‘strongly agree’.

Calculate the average score for each area for each participant. The higher the score, the greater the level of employability skills.

**Different people use different strengths to build their careers. No one is good at everything, each of us emphasizes some strengths more than others. Please rate how strongly you have developed each of the following abilities using the scale below**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Neither Agree or Disagree | Disagree | Strongly Disagree |
| **Behaviours to protect employment** |  |  |  |  |  |
| I achieve what I set out to do | □ | □ | □ | □ | □ |
| I have confidence in my own opinions, even if they are different from other people’s | □ | □ | □ | □ | □ |
| Once I decide what to do I am focused on it | □ | □ | □ | □ | □ |
| I can design a good plan of action when I have to do something important related to my studies or my work | □ | □ | □ | □ | □ |
| I get involved in what I do, and I am enthusiastic about the tasks I undertake | □ | □ | □ | □ | □ |
| For me, it is more important to feel good about myself than to receive the approval of others | □ | □ | □ | □ | □ |
| I consider myself effective in my work | □ | □ | □ | □ | □ |
| I am responsible for my actions and decisions | □ | □ | □ | □ | □ |
| I am a practical person. I know what I have to do and I do it | □ | □ | □ | □ | □ |
| I can organize my time to make the most of it | □ | □ | □ | □ | □ |
| I am persistent and tenacious. I finish what I start | □ | □ | □ | □ | □ |
| I consider myself a person with initiative for beginning tasks, making decisions, or solving problems | □ | □ | □ | □ | □ |