

BASIC WORK SKILLS
TRAINING NEEDS
SURVEY

**READ THESE DIRECTIONS BEFORE
GOING ANY FURTHER**

DIRECTIONS

Read each comment on pages 3-15. The validity of this survey relies on your honesty and instincts. Circle the most correct ending or response from your point of view. Do not skip any comments and do not go back through the survey and change your answers (your first answer is the instinctual one and that is the answer that is desired). Many questions in this survey do not have right or wrong answers. When the choices both seem OK or neither seem OK, choose the one that is the closest to the way you see things. The references to a place of work are intended to refer to your place of employment. Unemployed people should make their selections based on their view of most jobs. When you are finished, follow the scoring directions on page 16. Do not turn to page 16 until all questions are answered.

1	The last time I read a book for fun was	less than six months ago.	a long time ago or never.
2	When I am at home, I keep my car keys	in my purse, on a hook, or in the car (car is in a locked garage).	on the counter, in my pocket or in the car (car is outside or in an unlocked garage).
3	Keeping my checkbook balanced is (or would probably be)	frustrating.	a job I don't mind.
4	If I do something I know is wrong but I haven't been caught,	I will admit I have done wrong.	I will keep quiet and try to do better next time.
5	Circle all the correctly spelled words.	broccoli separate kakhi	comittee manuever Indianapolis
6	The skills I have	need to be improved to make me a good employee.	make me a good employee.
7	Complete this vowel/consonant sequence: AB CE ID	FH	FO
8	I think promises	are just nice talk--not to be taken seriously.	should be kept if possible--even if it is hard to do.
9	I start each day	with breakfast.	hurrying to get where I am headed.
10	If someone asked me how many people work at my company,	I would be able to give a fairly accurate answer.	I would have no idea.