



People • Partnerships • Knowledge

Skills and Employment

Office of Literacy and Essential Skills

TEAR HERE

Workplace Check-up Guide for Employers

This tool is designed to help employers gather employee feedback on essential skills in the workplace. The information collected will provide employers with a better understanding of the training needs of their organization.

Instructions:

1. Select the employees that you would like to complete this tool (e.g. your team, new employees, employees occupying the same position).
2. Give the *Workplace Check-up* to the selected group of employees and set a deadline for them to return it.
3. Collect the completed forms.
4. Refer to the scoring instructions on the next page to get the results.
5. Follow up with your employees to help develop their skills.

Helpful Tips:

- Integrate this tool into existing publications (e.g. newsletters).
- Employers may find it useful to complete the chart and compare their responses with those of their employees.
- Have a location where employees can submit their responses anonymously.
- Keep individual responses confidential.
- Refer to the essential skills website for examples of ways to develop employees' skills.

Scoring Instructions:

1. Collect all completed questionnaires.
2. For statement # 1, count the number of times each skill was checked off by an employee.
3. Enter the totals in the chart below. For example, if five employees checked off **reading** for statement # 1, enter five in the box under **reading** in the first row of the chart.
4. Repeat steps 1 to 3 for the remaining statements.

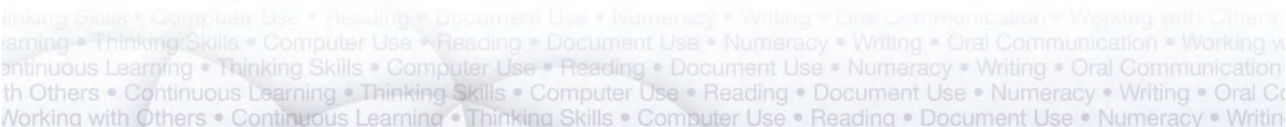
Understanding the Results:

- Look for broad trends (e.g. most employees indicate that their co-workers need training in a specific skill).
- Identify possible training gaps. For example, if employees indicate that **writing** is the skill they need the most training in, but do not know where to find training for it, there is likely a training gap.
- Identify potential linkages between statement results. For example, if statement # 3 and 5 indicate the same skills, employees who have received training for a certain skill may be able to recommend an appropriate training program to their co-workers.
- Use the results to improve other human resources practices. For example, use the information provided in statement # 1 to help recruit new employees or develop job descriptions.

	Reading	Document Use	Numeracy	Writing	Oral Communication	Working with Others	Thinking	Computer Use	Not Applicable
1. Skills most important to do my job:									
2. Skills I need the most training in:									
3. Skills I feel my co-workers need the most training in:									
4. Skills I have received workplace training for:									
5. Skills I know where to find training for:									
6. Skills I feel I can ask for help with:									

Literacy and Essential Skills—for LEARNING, WORK and LIFE

To learn more about literacy and essential skills and other related tools, visit hrsd.gc.ca/essentialskills.





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Workplace Check-up Employee Worksheet

This tool gives you the opportunity to provide feedback on your skills and the availability of training in your workplace. The information collected will be used by your employer to understand what skills you think are important for your job and to the organization as a whole. This information will also help employers identify the skill areas where employees may need training or further development.

Instructions:

Position: _____

1. Read each statement in the chart.
2. Indicate which skills apply to each statement by placing checkmarks in the boxes under each corresponding skill.
3. Submit the completed chart to your employer.
4. Follow up with your employer to discuss how you and your co-workers can develop your skills.

	Reading	Document Use	Numeracy	Writing	Oral Communication	Working with Others	Thinking	Computer Use	Not Applicable
1. Skills most important to do my job:									
2. Skills I need the most training in:									
3. Skills I feel my co-workers need the most training in:									
4. Skills I have received workplace training for:									
5. Skills I know where to find training for:									
6. Skills I feel I can ask for help with:									

Check all the skills that apply to each statement:

Comments: (e.g. training courses you found useful, specific skill issues which should be brought to the attention of your supervisors, etc.)

Essential Skills:

Reading	understanding materials written in sentences or paragraphs (e.g. letters, manuals)
Document Use	using and understanding labels, graphs, signs and other similar materials
Numeracy	using and understanding numbers
Writing	writing text or typing on a computer
Oral Communication	using speech to share thoughts and information
Working with Others	interacting with others to complete tasks
Thinking	reviewing information to make decisions
Computer Use	using computers and other technical tools (e.g. fax machine)
Continuous Learning	participating in an ongoing process of gaining skills and knowledge (e.g. workplace training)

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Thinking Skills • Computer Use • Reading • Document Use • Numeracy • Writing • Oral Communication • Working with Others
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