

Self-Management Skills

Just because you were previously incarcerated doesn't mean you aren't (or won't be) a good worker. To begin identifying your skills, answer the question in the box that follows.

YOUR GOOD WORKER TRAITS



Write down three things about yourself that you think make you a good worker.

1. _____
2. _____
3. _____

You just wrote down the most important things for an employer to know about you. Self-management skills describe your basic personality and your ability to adapt to new environments. They are some of the most important skills to emphasize in interviews, yet most job seekers don't even mention them.

Review the Self-Management Skills Checklist that follows and put a check mark beside any skills you have.

Quip

When thinking about their skills, some people find it helpful to complete the Essential Job Search Data Worksheet that starts on page 54. Take a look at it and decide whether to complete it now or later.

SELF-MANAGEMENT SKILLS CHECKLIST



Following are the key self-management skills that employers value highly. Place a check by those you already have.

- | | |
|----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Have good attendance | <input type="checkbox"/> Arrive on time |
| <input type="checkbox"/> Get work done on time | <input type="checkbox"/> Get along with coworkers |
| <input type="checkbox"/> Am honest | <input type="checkbox"/> Follow instructions |
| <input type="checkbox"/> Get along with supervisor | <input type="checkbox"/> Am hardworking/productive |

(continued)