TOOL 3.4
CANDIDATE ATTRIBUTES SELF-ASSESSMENT WORKSHEET

Occupational training participants can use this tool to prepare themselves for interviews. Use Tool 3.5 as a reference for types of attributes or traits to consider. Thinking critically about these attributes will help students figure out ways to improve before a formal interview.

This tool is also part of the pre-apprenticeship Multi-Craft Core Curriculum of the Building and Construction Trades Department, AFL-CIO.

WHO SHOULD USE THIS TOOL
Occupational training instructors, with their students; case managers; job developers; soft skills instructors; career coaches
Interviewers are looking for candidates that appear to have the physical, emotional, and intellectual aptitude to succeed in an apprenticeship program and who are worth making a significant time and financial investment in.

Review the attributes handout for examples of what interviewers are assessing in the categories listed below. Identify three traits you have for each category and list what you consider to be your strength; identify one thing you need to improve and what steps you can take to improve.

**ATTITUDE AND BEHAVIOR**

**TRAITS I HAVE:**
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

**MY STRENGTH:**
___________________________________________________________________________________________________
___________________________________________________________________________________________________

**WHAT I NEED TO IMPROVE:**
___________________________________________________________________________________________________
___________________________________________________________________________________________________

**STEPS I CAN TAKE TO IMPROVE:**
___________________________________________________________________________________________________
___________________________________________________________________________________________________

**NON-VERBAL SIGNALS**

**TRAITS I HAVE:**
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

**MY STRENGTH:**
___________________________________________________________________________________________________
___________________________________________________________________________________________________

**WHAT I NEED TO IMPROVE:**
___________________________________________________________________________________________________
___________________________________________________________________________________________________

**STEPS I CAN TAKE TO IMPROVE:**
___________________________________________________________________________________________________
___________________________________________________________________________________________________
COMMUNICATION STYLE
TRAITS I HAVE: ________________________________________________________________
____________________________________________________________________________

MY STRENGTH: _________________________________________________________________
____________________________________________________________________________

WHAT I NEED TO IMPROVE: _____________________________________________________
____________________________________________________________________________

STEPS I CAN TAKE TO IMPROVE: ________________________________________________
____________________________________________________________________________

KNOWLEDGE, SKILLS, AND ABILITIES
TRAITS I HAVE: ________________________________________________________________
____________________________________________________________________________

MY STRENGTH: _________________________________________________________________
____________________________________________________________________________

WHAT I NEED TO IMPROVE: _____________________________________________________
____________________________________________________________________________

STEPS I CAN TAKE TO IMPROVE: ________________________________________________
____________________________________________________________________________