

Workplace Skills Analysis

Introduction: Effective caregivers assist parents in meeting basic needs of children. The more time children spend with caregivers, the more these needs must be provided by the caregivers.

Part I

Directions: Consider how you would rate yourself on each characteristic by placing a check in the appropriate box.

	OFTEN	SOMETIMES	SELDOM
I enjoy being with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I come to work on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I come to work clean and well-groomed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I wear appropriate clothing to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I strive to be a positive role model.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I show patience and tolerance towards others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I accept tasks assigned to me without being reminded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I complete unpleasant tasks without complaining.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I try to do my best at whatever task is assigned to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ask for help when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I listen carefully when others are talking to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I accept responsibility for my mistakes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I keep promises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I respect the confidentiality of the children and the staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I avoid gossip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I cooperate and work well with other staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I take pride in keeping the center (home) neat and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I practice principles of safety and sanitation at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I observe and enforce rules of the center (home).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I never leave children unattended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I refer to each child by his or her name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	OFTEN	SOMETIMES	SELDOM
I speak clearly and use words children understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I show enthusiasm and excitement while participating in activities with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I try to include each child in daily activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I control my emotions while working with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I strive to help children feel good about themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I try to learn and use new activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I record information that should be recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can change plans, when necessary, without getting upset.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I take advantage of opportunities to learn more about child care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I respect all children regardless of sex, background, beliefs or abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II

Directions: Refer to Part I. Respond to the following. Use another sheet of paper, if needed.

1. Name two skills that you possess that help you be an effective caregiver for children.

2. Name two skills that you feel you need to work on improving. What is your improvement plan?
