

Basics 1: Computer Skills Self-Assessment

This is the 1st of 3 self-assessments. The most basic digital skills (computer and related skills) are important for your job-search. The results of this self-assessment will help you identify what your needs are so you can better communicate how WorkBC can help you. There are many, many other digital skills, but the following are very useful for job search success.

This assessment will only be shared with WorkBC staff members involved in supporting you.

It is important to be as honest with yourself as possible.

Scoring guide:

How you see your ability in the skill area:	Score /5
I don't know how to do this.	1
I'm not sure I know how to do this.	2
I have done this before.	3
I know how to do this.	4
I can help others to do this.	5

After carefully reading each phrase, type the number that best represents your answer:

Digital Skill	/5
1. I can start up a PC (laptop or desktop computer) and use a mouse and keyboard.	
2. I can navigate the Windows system; I can use the Windows "Start" menu to open an app/program or open a document, photo or other file.	
3. I can open an internet browser like Chrome, Edge or Firefox and navigate the internet, searching for and finding information I need.	
4. I can create and save a document in Word (Resume, cover letter, etc.)	
5. I can find and open a saved Word document on my computer.	
6. I can convert a Word document to PDF (Portable Document Format).	

7. I can create an email account (Gmail or Outlook/Hotmail) and set-up the 2-layered login security (also called “two-step verification”) with my cell phone. I know how to use the code sent by text message to my cell phone when I login in to a new account or when logging in to a computer I don’t normally use.	
8. I have a way to remember the passwords for my email and other online accounts and keep them safe.	
9. I can login to my email account, even on a computer I don’t normally use.	
10. I can send and receive email messages on a computer.	
11. I have set up my email on my cell phone and use it regularly to check and send email.	
12. I can attach a document to an email message and send it to someone (like a resume and cover letter).	

Computer skills are part of “Digital Skills.” It is one of the nine “Skills for Success” that provide the foundation for learning all other skills and enable people to better prepare for, get and keep a job, and adapt and succeed at work.