

## Basics 2: Computer Skills Self-Assessment

*This is the 2nd 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 further 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. If I receive an email with an attachment, I can open, download, save and/or print the attachment.	
2. I can download, save and/or print a document from a website (job posting, job application form, etc.).	
3. I can fill out online job applications (on company websites, Craig's list, Indeed.ca, Glassdoor.com, etc.).	
4. I can use One Drive (Outlook/Microsoft Office Online) or Google Drive (Gmail/Google Docs) to store, organize and share documents (like a resume, cover letter, etc.).	
5. I know how to use the <a href="http://www.workbc.ca">www.workbc.ca</a> website to research local Labour Market Information, career profiles and to search for jobs.	

6. I know how to access Client Connect using my FOB (a 6-digit code) and password; I know how to navigate to Career Connect and access the available courses, learn about webinars and other resources.	
7. I know how to join a webinar through Client Connect; I know how to navigate the Maximus Webinars platform as a webinar participant.	

*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.*