

Intermediate: Computer Skills Self-Assessment

This is the 3rd 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 those using computers on the job.

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 know how to digitally sign a PDF document (such as an employment offer letter), save the PDF and send it as an attachment.	
2. I can use social media platforms like LinkedIn, Facebook or Twitter for networking, searching for jobs and self-marketing.	
3. I know how to use the following common video conferencing apps: Zoom, Skype and Google Meet.	
4. I know how to prepare for meetings or job interviews hosted in a video conference app.	

<p>5. I understand the importance of <i>ergonomics</i> when using a computer. Ergonomics is the science of designing, arranging and using a computer work station/desk in the best way possible so that the user does not experience fatigue, stress and injury from repetitive actions.</p>	
<p><i>Please use the scoring guide given below for #6 only:</i></p> <p>6. My typing speed is:</p> <ul style="list-style-type: none">○ I don't know how to touch type = 1/5○ Very slow = 2/5○ Too slow for my job target = 3/5○ Almost fast enough for my job target = 4/5○ Fast enough or better for my job target= 5/5	

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.