

Name:

EDUCATIONAL ACCESS SERVICES

700 #:

**Please answer the following questions with honesty and know there are no *right* answers.**

1) Rate each of the following in terms of your own abilities on a scale of 1 (low) and 5 (high):

- i. Ability to complete detailed tasks
- ii. Ability to multi-task
- iii. Ability to follow directions
- iv. Ability to work with minimal supervision

2) Which description BEST describes your punctuality:

- a) Five minutes early is on time
- b) I arrive when the shift starts
- c) I do my best to be there when my shift starts

3) Which description BEST describes your ability to work independently:

- a) I can be given a general list of duties and maintain all of them without reminders
- b) I like to be given tasks to be completed each day
- c) I can be given a general list of duties and find other tasks to productively fill my time
- d) I like to be given reminders for what I should be doing at any point in time

4) Rate your ability with each of the following communication methods; 1 (low) – 5 (high):

- i. Writing professional and courteous emails
- ii. Answering a phone with professionalism and relevant knowledge
- iii. Calling individuals to set up appointments or answer questions
- iv. Giving directions for navigating a website or other digital platform

5) Which description BEST describes your comfort level speaking on the phone to answer questions and guide individuals to online resources?

- a) Very confident and comfortable when speaking on the phone
- b) Able to speak comfortably on the phone
- c) Nervous about speaking on the phone, but able and willing
- d) Very uncomfortable and nervous speaking on the phone with anyone

6) Please describe any experience you have working in a field that required you to maintain confidentiality.

7) Which description BEST describes your level of inclusion when it comes to individuals with a disability. *There is no wrong answer.*

- a) Acceptance – welcoming community, equal treatment, positive interactions
- b) Tolerance – passive interaction, service role, providing physical support, pity
- c) Avoidance – disregard, no acknowledgment, no eye contact
- d) Meaningful Inclusion – a sense of belonging, defined by unique experiences, valuing individual identities