

## PAG Employability Audit Checklist

The following survey will be given to each Kickstart employee at the end of their placement.

- 1) Were you given an on-boarding meeting providing you with all the information necessary to start your employability training programme with confidence?

Yes

No

Evidence: .....

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- 2) Were you given adequate tools enabling you to track the progress made with reference to your employability skills?

Yes

No

Evidence: .....

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3) Were you given regular check-in meetings to discuss how your placement was proceeding?

Yes

No

Evidence: .....

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4) Were you given guidance on how to structure and write a successful application form?

Yes

No

Evidence: .....

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5) Did you receive robust training on how to participate in a job interview?

Yes

No

Evidence: .....

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6) Were you given the possibility to practice your interview skills through a mock interview?

- Yes
- No

Evidence: .....

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7) Were you given guidance on how to look for a job effectively, taking full advantage of online resources and social media?

- Yes
- No

Evidence: .....

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8) Did you receive training on how to best use IT packages such as Microsoft Office?

Yes

No

Evidence: .....

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9) Has your digital literacy increased overall?

Yes

No

Evidence: .....

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10) Were you given training on how to produce and edit written texts for professional purposes?

Yes

No

Evidence: .....



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11) Were you given training aiming to develop your critical thinking skills?

- Yes
- No

Evidence: .....

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12) Were you given training on how to create a career plan?

- Yes
- No

Evidence: .....

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13) Were you given training on how to structure and deliver a presentation?

Yes

No

Evidence: .....

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14) Were you given training on how to plan a working meeting and make a positive contribution to it?

Yes

No

Evidence: .....

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15) Were you granted access to a bank of additional learning resources (articles, videos etc) providing you with the possibility to further explore thematic areas of your interest?

Yes

No

Evidence: .....

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16) We welcome your feedback, which would help us further improve our programme. Please, let us know if there are any specific areas you would have liked to have seen on the programme or if you would have liked more depth in any area.

Comments: .....

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17) Would you recommend the employer you undertook the placement with to another Kickstart employee?

- Yes
- No

Comments: .....

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18) Would you recommend PAG employability training programme to another Kickstart employee?

Yes

No

Comments: .....

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