

Common Function Diagnosis

Student basic informations	School:
	Department:
	Grade/Class:
	Student ID:
	UCAN account number:
	The date of filling:

The common functions in the workplace represent the abilities required to engage in various types of occupations. The following self-diagnosis test will help you examine the current level of common abilities in the workplace, and help you make career planning and study preparations as soon as possible.

Score description	<p>1 point means: I can't complete this task, and I think it is difficult to learn.</p> <p>2 points means: I can't complete this matter, maybe I can do it by studying hard.</p> <p>3 points means: I can't complete this matter, but I can do it well by studying hard.</p> <p>4 points means: I can complete this matter, but can still improve.</p> <p>5 points means: I can do this thing very well.</p>
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1. Communication expression	Through oral and written methods, express one's own ideas to make others understand, and strive to understand the information conveyed by others.						
	1	When talking with people at work, be able to confirm each other's theme and purpose first.	1	2	3	4	5
	2	When talking with others, be able to focus on listening to and observing the message conveyed by the other party. Even if the other person's opinion is different from your own, you are still willing to listen and accept it.	1	2	3	4	5
	3	Able to use appropriate methods and skills according to different objects to clearly express messages and conduct dialogues.	1	2	3	4	5

	4	Be able to correctly interpret work-related documents, such as text or graphic information, technical documents, test reports, etc.	1	2	3	4	5
	5	Be able to use the correct method, format or logic to produce written materials that meet the requirements of the organization or work.	1	2	3	4	5
	6	Able to properly state the message to be expressed in written form to different objects.	1	2	3	4	5
	7	Use the foreign language ability required by the organization or work to communicate information.	1	2	3	4	5
2. Continuous Learning	Understand the importance of ability development, and be able to explore, plan and effectively manage one's own abilities, and maintain the ambition to continue to grow.						
	1	Able to continuously demonstrate curiosity about learning new things and knowledge and skills.	1	2	3	4	5
	2	Be able to clearly grasp the knowledge, skills and necessary conditions for personal career development.	1	2	3	4	5
	3	Able to set specific goals for the growth of one's own abilities.	1	2	3	4	5
	4	Understand and conduct continuous learning and training required for career development.	1	2	3	4	5
	5	Be able to continuously develop professional capabilities in response to industry trends.	1	2	3	4	5
	6	Able to draw positive and beneficial experiences from interactions with others.	1	2	3	4	5
	7	Continuously apply various methods and channels to improve abilities.	1	2	3	4	5
3. Personal interaction	Interact or work with others using appropriate methods and personal styles depending on the situation.						
	1	Be able to actively understand the needs and feelings of others with empathy, so as to establish good interpersonal relationships.	1	2	3	4	5
	2	Able to analyze one's field and proactively identify important relationships that need to	1	2	3	4	5

		be established or improved.						
	3	Seeks or creates opportunities to reach out to and build relationships with others.	1	2	3	4	5	
	4	Will take the initiative to express kindness to those who can provide information or assistance at work.	1	2	3	4	5	
	5	Be able to provide assistance and support to others at work to establish a mutually beneficial cooperative relationship with each other in the future.	1	2	3	4	5	
	6	Will use appropriate methods to systematically manage network resources.	1	2	3	4	5	
4.	Teamwork	Able to actively participate in team tasks and interact well with team members to accomplish goals together						
	1	Ability to prioritize team goals and support team decisions.	1	2	3	4	5	
	2	Actively participate in the team and express personal opinions sincerely.	1	2	3	4	5	
	3	Able to respond constructively to the opinions raised by team members.	1	2	3	4	5	
	4	Sincerely value the opinions and expertise of team members and are willing to learn from them.	1	2	3	4	5	
	5	Speaks positively about team members and does not criticize behind their backs.	1	2	3	4	5	
	6	Able to override personal preferences and adjust roles or behaviors as necessary.	1	2	3	4	5	
	7	Ability to work with team members to solve problems and take responsibility.	1	2	3	4	5	
5.	Problem Solving	When encountering a situation, one can clarify the problem, and propose a solution through systematic information collection and analysis.						
	1	Systematic collection of information relevant to the situation that has occurred.	1	2	3	4	5	
	2	Able to carefully evaluate and reasonably judge possible problems based on factual evidence.	1	2	3	4	5	
	3	Able to clarify problems in a systematic way.	1	2	3	4	5	

	4	Collect relevant information and opinions through various channels, and provide various possible solutions for problems.	1	2	3	4	5
	5	Ability to evaluate the pros and cons of various solutions to identify the best solution to a problem.	1	2	3	4	5
	6	Prepare for possible problems and find out the information you may need to solve them.	1	2	3	4	5
6. Innovation	With limited resources, not sticking to the existing working mode, can actively put forward new suggestions or ideas, and implement them in the work.						
	1	Ability to evaluate existing practices and propose ways to effectively improve and simplify services, systems and processes.	1	2	3	4	5
	2	Will not stick to the original practice, can try to use new methods to achieve goals or solve problems.	1	2	3	4	5
	3	Able to collect, analyze and sort out opinions and ideas from all parties, and put forward new viewpoints or insights.	1	2	3	4	5
	4	Able to propose novel, specific and feasible product or service ideas.	1	2	3	4	5
	5	Able to imagine and predict possible new trends and developments.	1	2	3	4	5
	6	Ability to maintain flexibility in the course of a task.	1	2	3	4	5
7. Work Responsibilities and Disciplines	Understand and implement personal responsibilities in the organization, and comply with organizational and professional requirements for ethics, systems, and integrity.						
	1	Ability to identify with the goals or values of the organization and actively work for the benefit of the organization.	1	2	3	4	5
	2	Able to understand and actively complete the work tasks that they should be responsible for and ensure the quality of output.	1	2	3	4	5
	3	Understand and follow the discipline, system and work norms of the organization.	1	2	3	4	5
	4	Can pay attention to ensure personal work	1	2	3	4	5

		safety and physical and mental health.					
	5	Find out the appropriate way to relieve stress by yourself, and have the courage to bear the pressure that needs to be faced.	1	2	3	4	5
	6	Understand and follow organizational ethics and reasonable interaction relationships and methods of various departments and personnel.	1	2	3	4	5
	7	Act in good faith, understand the consequences of violating organizational and professional ethical and legal standards, and implement responsibility and discipline in daily work performance.	1	2	3	4	5
8. Information technology application	Use the information technology tools required by various industries to effectively access, manage, integrate and deliver information.						
	1	Able to judge and choose to use/utilize IT tools according to different situations to efficiently complete work tasks.	1	2	3	4	5
	2	Browsing and retrieving information through the Internet, after filtering and measuring, further manage, store and analyze the data.	1	2	3	4	5
	3	Can effectively use information technology tools to produce digital content (such as text, photos, images) to meet the requirements of the organization or work tasks.	1	2	3	4	5
	4	Able to use appropriate IT tools to communicate and interact with others according to different situations.	1	2	3	4	5
	5	Understand the norms of using information/digital content copyright and authorization.	1	2	3	4	5
	6	Understand the risks and threats that exist in the digital environment, and take appropriate measures to protect the security of personal data and devices used.	1	2	3	4	5
	7	Able to use IT tools to solve problems encountered or find corresponding solutions.	1	2	3	4	5

	8	Ability to combine industry-related knowledge with IT tools and apply them to work tasks.	1	2	3	4	5
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