Skills Assessment

In this assessment, you are self-analyzing your proficiency in areas related to soft skill and career development. Based on a scale of 1-5, rate yourself in how proficient you think you are in the following areas. There’s no “right” answer.

**Competency: Communication**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1=Needs improvement 5=Highly proficient** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Writing for a general audience |  |  |  |  |  |  |
| Writing for a discipline specific audience |  |  |  |  |  |  |
| Oral presentations |  |  |  |  |  |  |
| Social media communication and etiquette |  |  |  |  |  |  |
| Email communication and etiquette |  |  |  |  |  |  |
| Connecting with professionals, mentors, faculty, etc. |  |  |  |  |  |  |
| Ability to receive constructive feedback |  |  |  |  |  |  |
| Ability to give constructive feedback |  |  |  |  |  |  |
| Networking inside of CoBA |  |  |  |  |  |  |
| Networking outside of CoBA |  |  |  |  |  |  |

**Competency: Professionalism**

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| --- | --- | --- | --- | --- | --- | --- |
| **1=Needs improvement 5=Highly proficient** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Respecting contributions of others |  |  |  |  |  |  |
| Demonstrating cultural competence |  |  |  |  |  |  |
| Working with diverse groups/teams |  |  |  |  |  |  |
| Avoiding conflicts of interest |  |  |  |  |  |  |
| Demonstrating responsible and academic professional conduct |  |  |  |  |  |  |
| Managing projects and time |  |  |  |  |  |  |
| Assuming leadership positions |  |  |  |  |  |  |
| Participating in service opportunities |  |  |  |  |  |  |
| Punctual and meet deadlines |  |  |  |  |  |  |

**Competency: Career Development**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1=Needs improvement 5=Highly proficient** | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Resume writing |  |  |  |  |  |  |
| Cover letter writing |  |  |  |  |  |  |
| Establishing career goals |  |  |  |  |  |  |
| Awareness of career opportunities in your field |  |  |  |  |  |  |
| Awareness of career-oriented graduate programs or certificates |  |  |  |  |  |  |
| Attending career-oriented professional development workshops |  |  |  |  |  |  |

In preparation for your discussion with your EIR as well as writing your Individual Development Plan, choose 3-5 items from your assessment above that you would like to improve over the next year or two.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_