



CENTER FOR PROFESSIONAL EXCELLENCE  
ELMHURST COLLEGE

**FINAL SELF-ASSESSMENT FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Internship Site \_\_\_\_\_ Faculty Monitor \_\_\_\_\_

This form is to be filled out at the end of your internship and submitted on Blackboard.

**Part One – Essential Internship Skills**

**Column A:** Rate your own competence in each skill area below:

- |  |  |   |  |  |
|--|--|---|--|--|
| <b>1</b>   | <b>2</b>   | <b>3</b>  | <b>4</b>   | <b>5</b>                               |
| Immediate improvement in this skill area is needed. Current performance is not acceptable. | Performance is usually, but not always, satisfactory. Skill performance is acceptable but improvements are needed. | Performance is consistently satisfactory. Meets the requirements of this skill. Considered good, solid, and knowledgeable in this area. | Performance of this skill is better than average but not perfect. Shows initiative and seeks out ways to improve this skill. | Performance in this area is excellent. |

**Column B:** Reflect on your internship. Do you feel you improved in the skill? If so, circle **Y** for **Yes**. If not, circle **N** for **No**.

Skill	Column A	Column B
<b>Communication</b> - speak clearly and communicate effectively. - write clearly and concisely. - initiate communication to question, convey, or clarify information. - listen to feedback and act upon it.		YES NO
<b>Problem Solving / Decision Making</b> - analyze situations and take appropriate action. - develop creative solutions to problems. - gather information for a task and establish a wise course of action. - resolve problems within an adequate time frame.		
<b>Teamwork</b> - establish rapport and credibility with team members. - share information and resources with others on the team. - volunteer to help co-workers. - am willing to put in extra time and effort as needed to get the job done.		
<b>Self-Management</b> - produce work of consistent high quality. - adapt to new strategies that are more effective. - use good judgement and establish priorities. - am regular in attendance and consistently on time.		
<b>Technical / Computer Skills</b> - have computer skills (needed for this internship). - able to use technology to perform my work effectively. - able to communicate technological procedures to others. - willing to try new technology.		

## Part Two – Professional Growth and Career Development

Part One examined the ability to perform specific tasks that are necessary for success in this internship. This part examines various attitudes and practices that are necessary for success in any professional career.

Column A: Evaluate your satisfaction with each of the characteristics using the rating scale listed below.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Immediate improvement in this area is needed. Seldom displays this characteristic.	Often displays this characteristic, but not consistently. Improvements are needed.	Consistently displays this characteristic. Considered good, solid, and reliable in this area.	Usually displays this characteristic more than others do, but not perfect. Needs to seek out ways to improve in this area.	Considered very mature or advanced in this characteristic.

Column B: Reflect on your internship. Do you feel you improved in the characteristics you have chosen to work on? If so, circle **Y** for **Yes**. If not, circle **N** for **No**.

Characteristic	Column A	Column B
<b>Initiative / Motivation</b> <ul style="list-style-type: none"> <li>- seek opportunities to learn.</li> <li>- act decisively on important issues.</li> <li>- show persistence in the face of obstacles.</li> <li>- demonstrate leadership when it is required.</li> </ul>		YES NO
<b>Professionalism / Interpersonal Styles</b> <ul style="list-style-type: none"> <li>- understand ethical principles for the work place.</li> <li>- practice professional appearance, conduct, and attendance.</li> <li>- understand the employer/employee relationship.</li> <li>- maintain professional relationships with coworkers.</li> </ul>		
<b>Career Interests</b> <ul style="list-style-type: none"> <li>- know what interests me, regarding work, and what does not.</li> <li>- have explored diverse occupations and work styles.</li> <li>- understand which jobs appeal to my interests.</li> <li>- know which interests are met in this field of work.</li> </ul>		
<b>Personal Growth and Development</b> <ul style="list-style-type: none"> <li>- set goals, communicate them, and follow up with their results.</li> <li>- understand how values influence career goals.</li> <li>- maintain a balance of work, learning, social, and personal life.</li> <li>- have a sense of future goals and life course.</li> </ul>		

### **Part Three – Most Significant Accomplishments**

Describe your most important accomplishment for each of the skills and characteristics in the tables below.

#### **Skills**

#### **Most Significant Accomplishment**

<p><b><u>Communication</u></b></p> <p>In one sentence or phrase, describe how this internship helped you communicate with others more effectively.</p> <p><b><i>Opportunities to develop this skill</i></b> Poor      Fair      Good      Excellent</p>	
<p><b><u>Problem Solving / Decision Making</u></b></p> <p>In one sentence or phrase, describe how this internship helped you solve problems and act decisively.</p> <p><b><i>Opportunities to develop this skill</i></b> Poor      Fair      Good      Excellent</p>	
<p><b><u>Teamwork</u></b></p> <p>In one sentence or phrase, describe how this internship helped you work well with others.</p> <p><b><i>Opportunities to develop this skill</i></b> Poor      Fair      Good      Excellent</p>	
<p><b><u>Self-Management</u></b></p> <p>In one sentence or phrase, describe how this internship helped you manage your own work habits.</p> <p><b><i>Opportunities to develop this skill</i></b> Poor      Fair      Good      Excellent</p>	
<p><b><u>Technical / Computer Skills</u></b></p> <p>In one sentence or phrase, describe how this internship helped you learn the necessary technical skills.</p> <p><b><i>Opportunities to develop this skill</i></b> Poor      Fair      Good      Excellent</p>	

Characteristics

Most Significant Accomplishment

<p><b><u>Initiative / Motivation</u></b></p> <p>In one sentence or phrase, describe how this internship helped you with initiative, persistence, or leadership.</p> <p><i>Opportunities to develop this skill</i> Poor Fair Good Excellent</p>	
<p><b><u>Professionalism / Interpersonal Styles</u></b></p> <p>In one sentence or phrase, describe how this internship helped you with effective work relationships.</p> <p><i>Opportunities to develop this skill</i> Poor Fair Good Excellent</p>	
<p><b><u>Career Interests</u></b></p> <p>In one sentence or phrase, describe how this internship helped you with knowing what work you like.</p> <p><i>Opportunities to develop this skill</i> Poor Fair Good Excellent</p>	
<p><b><u>Personal Growth and Development</u></b></p> <p>In one sentence or phrase, describe how this internship helped you with goal setting or career planning.</p> <p><i>Opportunities to develop this skill</i> Poor Fair Good Excellent</p>	

**Part Four – Prepare Your Professional Reflection Paper**

- Review and complete the requirements for your final Reflection Paper on Blackboard under Handbook and Assignments.

• *These skills and characteristics were adapted from “Job-Search Strategies to Begin the Next Millennium,” by Jim McBride, in Planning Job Choices: 2000, published by the National Association of Colleges and Employers.*

• *The rating scales are adapted from the Sears Management Trainee Performance Curve.*