



# CENTER FOR PROFESSIONAL EXCELLENCE

ELMHURST COLLEGE

## INITIAL SELF-ASSESSMENT FORM

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

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

Please complete this form before/by the beginning of the first week of your internship and submit to Blackboard.

### Part One – Essential Internship Skills

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

**\*Your self-ratings will not impact your grade for this internship. BE HONEST!\***

**1**

Immediate improvement in this skill area is needed. Current performance is not acceptable.

**2**

Performance is usually, but not always, satisfactory. Skill performance is acceptable but improvements are needed.

**3**

Performance is consistently satisfactory. Meets the requirements of this skill. Considered good, solid, and knowledgeable in this area.

**4**

Performance of this skill is better than average but not excellent. Shows initiative and seeks out ways to improve this skill.

**5**

Performance in this area is excellent.

Column B: Reflect on your satisfaction with each skill. Do you want or need to improve it during this internship experience? If so, circle **Y** for **Yes** and **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.	Can display this characteristic, but not consistently. Improvements are needed.	Usually displays this characteristic more than others do. Needs to seek out ways to improve this area.	Consistently displays this characteristic. Considered good, solid, and reliable in this area.	Always displays this characteristic. Considered very mature or advanced in this characteristic.

**Column B:** Reflect on each attitude and practice. Do you want or need to improve this characteristic during your internship? If so, circle **Y** for **Yes**. If not, circle **N** for **No**.

Characteristic	Column A	Column B
<b>Initiative / Motivation</b> - seek opportunities to learn. - act decisively on important issues. - show persistence in the face of obstacles. - demonstrate leadership when it is required.		YES NO
<b>Professionalism / Interpersonal Styles</b> - understand ethical principles for the work place. - practice professional appearance, conduct, and attendance. - understand the employer/employee relationship. - maintain professional relationships with coworkers.		
<b>Career Interests</b> - know what interests me, regarding work, and what does not. - have explored diverse occupations and work styles. - understand which jobs appeal to my interests. - know which interests are met in this field of work.		
<b>Personal Growth and Development</b> - set goals, communicate them, and follow up with their results. - understand how values influence career goals. - maintain a balance of work, learning, social, and personal life. - have a sense of future goals and life course.		

## **Part Three – Develop Your Goals and Learning Objectives**

- Review the Skills from part one and Characteristics from part two that were marked above as **Yes** as topics you want to address during your internship. Select the areas that are *most* important to you.
- Describe these objectives using the Goals and Learning Objectives Form.

• *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.*