

# Your Personal Skills Assessment

There are a variety of settings where you can develop skills: classrooms, clubs, student professional organizations, athletic teams, residence halls, the Clarion community, your home community, internship programs, summer jobs...the list is endless. The purpose of the Personal Skills Assessment form is to:

- Review your past experiences and activities to determine your level of development in each skill area
- Provide evidence that you have learned or used a skill
- Rate your level of experience for each skills area
- Set goals for making continuous improvement in a skill area

Complete the assessment form at the beginning of your college experience to determine the skills on which you should focus. Use the form to review your progress throughout college. During your senior year, reassess your skills and accomplishments as you prepare for employment or admission to graduate school.

## To complete the Personal Skills Assessment form:

1. **Review your personal inventories for each academic year.** Use these records to reflect on classes, special projects, activities, assignments, and responsibilities. Determine that skills that you learned or used in each of these experiences.
2. **Provide evidence that you have the skill.** List the date, the role you played, the task or activity, the setting or environment, and the outcome or result. In other words, provide proof – using examples in and out of the classroom – that you are proficient in the skill area.
3. **Rate your level of experience** for each skills area according to the scale below:

Rating scale:

- 1 I have no proficiency/no experience in this skill area.
- 2 I have minimal proficiency/minimal experience in this skill area.
- 3 I have a good proficiency/a few experiences in this skill area.
- 4 I have excellent proficiency/many experiences in this skill area.

4. **Set goals for broadening your experiences and making continuous improvement in each skill area.** You should discuss this inventory with your academic advisor or a career counselor who can help you to develop some goals for developing skills that you do not possess. Since skill development is a lifetime pursuit, you should also set some goals for strengthening skills that you already possess.

Skills	Evidence	Rating	Goals for Continuous Improvement
Career Management			
Computer			
Conflict Resolution/ Mediation			
Consensus Building			
Critical Thinking			
Delegation			
Financial Management			
Global Perspectives			
Group Interaction			

Skills	Evidence	Rating	Goals for Continuous Improvement
Interpersonal/Social Interaction			
Leadership			
Networking			
Oral Communication/Presentation			
Organization/Planning			
Parliamentary Procedure/ Meeting Management			
Problem Solving/ Decision-Making			
Research			
Stress Management			

Skills	Evidence	Rating	Goals for Continuous Improvement
Team Building			
Time Management			
Written Communication			