**Essential Element Assessment**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Circle the appropriate rating for each statement below.**

**Personal Skills**

***Integrity Rarely Sometimes Usually Always***

I am honest 1 2 3 4

I do what I say I will do 1 2 3 4

I hold myself and others accountable 1 2 3 4

I make choices consistent with my values 1 2 3 4

I know and live by my morals and ethical principles 1 2 3 4 **Total \_\_\_\_**

***Work Ethic Rarely Sometimes Usually Always***

I engage in meaningful work that contributes to success 1 2 3 4

I am productive throughout the workday 1 2 3 4

I reflect upon and evaluate my work 1 2 3 4

I am consistent in my work performance 1 2 3 4

I don’t quit until the job is done 1 2 3 4 **Total \_\_\_\_**

***Professionalism*** ***Rarely Sometimes Usually Always***

I am loyal to my peers, supervisor, and myself 1 2 3 4

I adhere to dress codes and other policies 1 2 3 4

I monitor my words and actions 1 2 3 4

I model appropriate behavior and etiquette in all settings 1 2 3 4

I contribute to a respectful and safe environment 1 2 3 4 **Total \_\_\_\_**

***Responsibility Rarely Sometimes Usually Always***

I honor my commitments 1 2 3 4

I complete my work and assignments on time 1 2 3 4

I work efficiently and effectively without supervision 1 2 3 4

I persist in getting my work done 1 2 3 4

I own my mistakes or incomplete work 1 2 3 4 **Total \_\_\_\_**

***Adaptability/Flexibility Rarely Sometimes Usually Always***

I work to overcome barriers and roadblocks 1 2 3 4

I understand that multiple solutions can accomplish the same goal 1 2 3 4

I maintain my self-control when angry or challenged 1 2 3 4

I am curious to experiment and explore new ideas 1 2 3 4

I keep an open mind when change is proposed 1 2 3 4 **Total \_\_\_\_**

***Self-Motivation Rarely Sometimes Usually Always***

I purposefully connect what I do today with my future 1 2 3 4

I positively express myself and my ideas 1 2 3 4

I seek to learn and develop new knowledge and skills 1 2 3 4

I am disciplined and focused to achieve my goals 1 2 3 4

I participate in new experiences to expand my skills and abilities 1 2 3 4 **Total \_\_\_\_**

**Workplace Skills**

***Communication Rarely Sometimes Usually Always***

I write and speak effectively 1 2 3 4

I use appropriate body language 1 2 3 4

I check for understanding when discussing difficult topics 1 2 3 4

I listen carefully 1 2 3 4

I ask good questions when needed 1 2 3 4 **Total \_\_\_\_**

***Decision Making Rarely Sometimes Usually Always***

I analyze key facts, data, and situations 1 2 3 4

I follow a problem-solving process 1 2 3 4

I use a critical thinking process to make good decision 1 2 3 4

I identify possible solutions and their impacts 1 2 3 4

I make informed choices 1 2 3 4 **Total \_\_\_\_**

***Teamwork Rarely Sometimes Usually Always***

I work collaboratively with my peers, classmates and co-workers 1 2 3 4

I recognize the contributions and strengths of others 1 2 3 4

I follow through with my commitments to my team 1 2 3 4

I honor my commitments and responsibilities to my team 1 2 3 4

I foster positive, collaborative, working relationships with others 1 2 3 4 **Total \_\_\_\_**

***Multicultural Sensitivity and Awareness Rarely Sometimes Usually Always***

I learn about other cultures 1 2 3 4

I value diversity 1 2 3 4

I am tactful in my words and actions 1 2 3 4

I treat everyone with respect 1 2 3 4

I empower others to use their unique skills and abilities 1 2 3 4 **Total \_\_\_\_**

***Planning, Organizing and Management Rarely Sometimes Usually Always***

I break down projects and tasks with timelines 1 2 3 4

I identify resources and standards for completing projects 1 2 3 4

I anticipate and plan for possible obstacles and setbacks 1 2 3 4

I follow work priorities and timelines 1 2 3 4

I work to meet established standards of quality 1 2 3 4 **Total \_\_\_\_**

***Leadership Rarely Sometimes Usually Always***

I build trust with others 1 2 3 4

I foster hope in others 1 2 3 4

I express compassion for others 1 2 3 4

I model stability in my words and actions 1 2 3 4

I am a positive influence on my friends, peers and co-workers 1 2 3 4 **Total \_\_\_\_**

**Technical Skills**

***Computer and Technology Literacy Rarely Sometimes Usually Always***

I am willing to learn and use new technology 1 2 3 4

I use work-based technology proficiently 1 2 3 4

I use technology to solve problems 1 2 3 4

I improve information flow through technology 1 2 3 4

I use technology to improve and document accountability 1 2 3 4 **Total \_\_\_\_**

***Job-Specific Skills Rarely Sometimes Usually Always***

I know my job roles and responsibilities 1 2 3 4

I follow personnel manual policies 1 2 3 4

I perform responsibilities without direct supervision 1 2 3 4

I seek ways to improve my job performance skills 1 2 3 4

I am open to coaching and feedback 1 2 3 4 **Total \_\_\_\_**

***Safety and Health Rarely Sometimes Usually Always***

I follow safety procedures including appropriate safety attire 1 2 3 4

I maintain a clean work environment 1 2 3 4

I identify potential hazards, and notify appropriate parties 1 2 3 4

I use tools and equipment according to safety standards 1 2 3 4

I stay current with safety regulations and standards 1 2 3 4 **Total \_\_\_\_**

***Service Orientation Rarely Sometimes Usually Always***

I acknowledge and am present with customers 1 2 3 4

I stay focused and customer-oriented while at work 1 2 3 4

I demonstrate respect and courtesy to customers at all times 1 2 3 4

I handle difficult situations with tact and self-restraint 1 2 3 4

I know when to involve my supervisor in a customer situation 1 2 3 4 **Total \_\_\_\_**

***Professional Development Rarely Sometimes Usually Always***

I have a career plan and update as needed 1 2 3 4

I assess my current skills and determine areas for my growth 1 2 3 4

I use personal and professional mentors 1 2 3 4

I seek professional and personal growth opportunities 1 2 3 4

I seek new responsibilities to gain additional skills 1 2 3 4 **Total \_\_\_\_**

**Essential Elements that are areas of strength** (have the highest numeric score, highest score #1):

Score \_\_\_\_\_ 1.

Score \_\_\_\_\_ 2.

Score \_\_\_\_\_ 3.

**Essential Elements that I need to focus on are** (have the lowest numeric score, lowest score #1):

Score \_\_\_\_\_ 1.

Score \_\_\_\_\_ 2.

Score \_\_\_\_\_ 3.