

Namai		
Name:		

	Nam	e:				
Circle the appropriate rating for each statement below.						
Personal Skills						
Integrity	Rarely	Sometimes	Usually	Alw	ays	
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	Alw	ays	
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	Alw	ays	
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	Alw	ays	
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

Name	Workplace Skills					
I use appropriate body language I check for understanding when discussing difficult topics I isten carefully I 2 3 4 I listen carefully I 2 3 4 I ask good questions when needed I 2 3 4 I ask good questions when needed I 2 3 4 I analyze key facts, data, and situations I 2 3 4 I follow a problem-solving process I 2 3 4 I osa a critical thinking process to make good decision I 2 3 4 I dealing a critical thinking process to make good decision I 2 3 4 I make informed choices I 2 3 4 I make informed choices I 2 3 4 I work collaboratively with my peers, classmates and co-workers I 2 3 4 I follow through with my peers, classmates and co-workers I 2 3 4 I follow through with my commitments to my team I foster positive, collaborative, working relationships with others I 2 3 4 I foster positive, collaborative, working relationships with others I 2 3 4 I foster positive for cultures I 2 3 4 I rear about other cultures I 2 3 4 I rear about other cultures I 2 3 4 I rear about other cultures I 2 3 4 I rear everyone with respect I 2 3 4 I rear eve	Communication	Rarely	Sometimes	Usually	Alw	ays
I check for understanding when discussing difficult topics I listen carefully I ask good questions when needed I 1 2 3 4 Total_ Decision Making Rarely Sometimes Usually Rarely I analyze key facts, data, and situations I 2 3 4 I follow a problem-solving process I 2 3 4 I dentify possible solutions and their impacts I 2 3 4 I make informed choices I 2 3 4 I recognize the contributions and strengths of others I 2 3 4 I follow through with my peers, classmates and co-workers I 2 3 4 I follow through with my commitments to my team I 2 3 4 I foster positive, collaborative, working relationships with others I 2 3 4 I foster positive, collaborative, working relationships with others I 2 3 4 I foster positive thereout the contributions and actions I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I treat everyone with respect I 2 3 4 I total_ Planning, Organizing and Management I break down projects and tasks with timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4 I follow work priorities and timelines I 2 3 4	I write and speak effectively	1	2	3	4	
Histen carefully	I use appropriate body language	1	2	3	4	
Pack good questions when needed 1 2 3 4 Total	I check for understanding when discussing difficult topics	1	2	3	4	
Decision Making I analyze key facts, data, and situations I collow a problem-solving process I collow problem-solving process I collow a problem-solving process I collow problem-solving process I collow problem-solving process I collow problem-solving process I collow problem-solving process I	I listen carefully	1	2	3	4	
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I use a critical thinking process to make good decision I dentify possible solutions and their impacts I make informed choices I 1 2 3 4 Total	I analyze key facts, data, and situations	1	2	3	4	
I identify possible solutions and their impacts I make informed choices Rarely Sometimes Usually Always I work collaboratively with my peers, classmates and co-workers I complete the contributions and strengths of others I follow through with my commitments to my team I honor my commitments and responsibilities to my team I foster positive, collaborative, working relationships with others I learn about other cultures Rarely Sometimes Usually Always I learn about other cultures I can bout other cultures I	I follow a problem-solving process	1	2	3	4	
Teamwork Rarely Sometimes Usually Always	I use a critical thinking process to make good decision	1	2	3	4	
Teamwork Rarely Sometimes Usually Always	I identify possible solutions and their impacts	1	2	3	4	
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	I make informed choices	1	2	3	4	Total
I recognize the contributions and strengths of others I follow through with my commitments to my team I honor my commitments and responsibilities to my team I foster positive, collaborative, working relationships with others Rarely Multicultural Sensitivity and Awareness Rarely I learn about other cultures I 2 3 4 I value diversity I 2 3 4 I reat everyone with respect I 2 3 4 I empower others to use their unique skills and abilities Planning, Organizing and Management Rarely Planning, Organizing and Management Rarely I break down projects and tasks with timelines I dentify resources and standards for completing projects I dentify resources and standards for completing projects I dentify resources and standards for completing projects I work to meet established standards of quality Rarely Sometimes A total Cultural Always Always Al Total Cultural	Teamwork	Rarely	Sometimes Usually Always			ays
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If foster positive, collaborative, working relationships with others 1 2 3 4 Total	I follow through with my commitments to my team	1	2	3	4	
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I value diversity I am tactful in my words and actions I treat everyone with respect I empower others to use their unique skills and abilities I 2 3 4 Total Planning, Organizing and Management Rarely Sometimes Usually Always I break down projects and tasks with timelines I 2 3 4 I identify resources and standards for completing projects I anticipate and plan for possible obstacles and setbacks I follow work priorities and timelines I 2 3 4 I work to meet established standards of quality I work to meet established standards of quality Parely Sometimes Usually Always I build trust with others I 2 3 4 I foster hope in others I 2 3 4 I express compassion for others I 2 3 4 I model stability in my words and actions	Multicultural Sensitivity and Awareness	Rarely	arely Sometimes Usually Alwa		ays	
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I treat everyone with respect I empower others to use their unique skills and abilities 1 2 3 4 Total	I value diversity	1	2	3	4	
Planning, Organizing and Management Rarely Sometimes Usually Always	I am tactful in my words and actions	1	2	3	4	
Planning, Organizing and Management I break down projects and tasks with timelines I identify resources and standards for completing projects I anticipate and plan for possible obstacles and setbacks I follow work priorities and timelines I work to meet established standards of quality I work to meet established standards of quality Planning, Organizing and Management Rarely Sometimes Usually Always Rarely Sometimes Usually Always Rarely Sometimes Usually Always I build trust with others I Despress compassion for others I	I treat everyone with respect	1	2	3	4	
I break down projects and tasks with timelines I identify resources and standards for completing projects I anticipate and plan for possible obstacles and setbacks I follow work priorities and timelines I work to meet established standards of quality I work to meet established standards of quality I build trust with others I foster hope in others I express compassion for others I model stability in my words and actions I a a a a a a a a a a a a a a a a a a a	I empower others to use their unique skills and abilities	1	2	3	4	Total
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I anticipate and plan for possible obstacles and setbacks I follow work priorities and timelines I work to meet established standards of quality I work to meet established st	I break down projects and tasks with timelines	1	2	3	4	
I follow work priorities and timelines I work to meet established standards of quality I work to meet established standards of qualit	I identify resources and standards for completing projects	1	2	3	4	
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LeadershipRarelySometimes UsuallyAlwaysI build trust with others1234I foster hope in others1234I express compassion for others1234I model stability in my words and actions1234	I follow work priorities and timelines	1	2	3	4	
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 work to meet established standards of quality	1	2	3	4	Total
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	Leadership	Rarely	Rarely Sometimes Usually Alwa		ays	
I express compassion for others 1 2 3 4 I model stability in my words and actions 1 2 3 4	I build trust with 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 foster hope in others	1	2	3	4	
I model stability in my words and actions 1 2 3 4	·	1	2	3	4	
· · ·		1			4	
	·	1			4	Total

Technical Skills

Technical Skills					
Computer and Technology Literacy	Rarely	Sometimes	Usually	Alw	ays
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	Alw	ays
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	Alw	avs
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	Rarelv	Sometimes	Usually	Alw	avs
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	Δlw	avs
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	-	Total
Essential Elements that are areas of strength (have the high	thost nur	moric scoro	highost	ccor	o #1\·
		nenc score,	, mgnest	3001	C #1).
Score 1					
Score 2. Score 3.					
Essential Elements that I need to focus on are (have the lo	west nur	meric score	lowest	score	- #1)٠
			, 1011636	3031	- ·· - /·
Score 2 Score 3					
J					