

## Student Self-Assessment of Skills

INSTRUCTIONS: For each behavior listed below, first rate the frequency that you engaged in the skill activity described during your practicum/work-based learning placement (how often did you practice this?) and then indicate what you believe your own skill level is currently in that skill area (how well do you do it?).		Frequency during WBL placement				Self-Rating of Skill Proficiency			
Employability Skills	Behaviors that demonstrate Employability Skills	Never	Occasionally	Often	Very Often	Not Skilled	Some Skill	Skilled	Very Skilled
<b>Navigating the Workplace &amp; Careers</b>	<i>Learning rules and performing procedures safely and effectively.</i>								
	<i>Learning from professionals about the certificates or degrees required to succeed in various jobs or for getting a first job.</i>								
<b>Creativity &amp; Innovation</b>	<i>Coming up with new ideas, methods, or products.</i>								
	<i>Building on others' ideas to improve something.</i>								
<b>Critical Thinking and Problem Solving</b>	<i>Solving problems by identifying what you already know, what you need to know, and how and where to find new information.</i>								
	<i>Making a strong argument for a position you hold or finding weaknesses in the argument someone else makes for a position they hold.</i>								
<b>Speaking &amp; Listening</b>	<i>Explaining information to another person so they understand you, or repeating back to another person what you heard them say to see if you understand them.</i>								
	<i>Making a formal presentation of your work on a project to industry professionals or community members.</i>								
<b>Collaboration</b>	<i>As part of a group project, deciding who will do different things by considering each person's knowledge, past experience, or other strengths.</i>								
	<i>As part of a group project, making sure everyone gets to express their thoughts and feelings when there is a disagreement.</i>								
<b>Information Literacy</b>	<i>Looking for information sources for a project, figuring out what all the technical language means, and figuring out which sources are most trustworthy.</i>								

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<b>Technology Literacy</b>	<i>Making a decision about which technology is best for some purpose (for example, deciding when email or texting is better, and when talking by phone or video-conferencing is better).</i>								
<b>Initiative and Self-Direction</b>	<i>Thinking about the goal of a task and offering suggestions about how to proceed rather than just waiting for someone else to tell you what to do.</i>								
	<i>Working independently on an assigned task, but asking for help when you need it, and keeping your supervisor informed of your progress.</i>								
<b>Professionalism and Ethics</b>	<i>Learning to think and act like a professional.</i>								
	<i>Deciding what the right thing to do is, and doing it.</i>								
<b>Cultural/Global Competence</b>	<i>Taking differences like age and background into account in interacting with people.</i>								
	<i>Learning how global issues (like economic and political conditions in different parts of the world) affect the work of the organization.</i>								
<b>Adaptability and Flexibility</b>	<i>Learning a new skill required to complete a task or project.</i>								
	<i>Agreeing to change tasks when working on a group project to make sure the project got completed.</i>								
<b>Productivity and Accountability</b>	<i>Completing assigned tasks on time and checking your work to make sure it is accurate and presentable.</i>								
	<i>Asking your co-workers and supervisor for suggestions on how you could improve your work.</i>								