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**Intern Skills Self-Assessment**

Complete this self-assessment during the first week of your internship and discuss it with your manager. Your manager will be using a similar assessment to evaluate your skills at the end of your internship.

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| **Collaboration** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| I can contribute to the work of the team and support others |  |  |  |  |  |
| I can resolve areas of disagreement or conflict through discussion |  |  |  |  |  |
|  |  |  |  |  |  |
| **Communication** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| I can listen to understand and ask clarifying questions as needed |  |  |  |  |  |
| I can present information in an organized manner that serves the purpose of the message, context, and audience |  |  |  |  |  |
|  |  |  |  |  |  |
| **Problem Solving** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| I can break problems into manageable parts |  |  |  |  |  |
| I can generate multiple potential solutions to problems using relevant and factual information to guide my decisions |  |  |  |  |  |
| I can identify new and more effective ways to solve problems |  |  |  |  |  |
|  |  |  |  |  |  |
| **Initiative & Self-Direction** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| I am receptive to feedback on my performance and adapt appropriately |  |  |  |  |  |
| I can stay calm, clear-headed, and unflappable under stress |  |  |  |  |  |
| I can work independently and seek out information I need to complete tasks |  |  |  |  |  |

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| **Social Awareness** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| I take responsibility for my own actions and do not blame others |  |  |  |  |  |
| I adapt to different social environments and cultures and maintain integrity and honesty in all situations |  |  |  |  |  |
| I consider the feelings and needs of others when making decisions or performing tasks |  |  |  |  |  |
|  |  |  |  |  |  |
| **Planning For Success** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| I manage my time well and do not procrastinate, getting work done on time |  |  |  |  |  |
| I arrive on time and am rarely absent without cause |  |  |  |  |  |

I feel like my strengths are…

Some skills I want to improve are…