**Core Competency Self-Assessment**

This tool is for your personal use, to help you develop a relevant plan for increasing your competencies in areas key to your job. You may share it with your supervisor if you choose. You can find links to resources for each competency on the professional development website. Rate yourself on each of the items below on two scales, level of your perceived ***competence*** and level of ***importance*** for your job. Put numbers in the columns after each item, using the following scale:

**5** = very competent or important; **4** = somewhat competent or important; **3** = in the middle;

**2** = somewhat lacking competency or importance; **1** = very lacking competency or importance

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| **1** | **Program Planning & Reporting** | **Competence** | **Importance** |
|  | 1. I effectively assess local situations to identify programming needs and opportunities. |  |  |
|  | 1. I involve stakeholders and collaborators in program development. |  |  |
|  | 1. I competently develop innovative and creative research-based programs. |  |  |
|  | 1. I effectively identify, acquire and manage program resources. |  |  |
|  | 1. I build a plan and report progress and outcomes in MI PRS or other systems in a timely & thorough way. |  |  |
| **2** | **Program Implementation** |  |  |
|  | 1. I effectively apply scholarly resources to program implementation. |  |  |
|  | 1. I use adult education and learning facilitation principles when teaching programs. |  |  |
|  | 1. I effectively train and manage volunteers to implement programs when appropriate. |  |  |
|  | 1. I implement feedback processes to improve programs. |  |  |
| **3** | **Evaluation, Applied Research & Scholarship** |  |  |
|  | a. I can design and implement appropriate data gathering and evaluation procedures to document outcomes and impacts. |  |  |
|  | b. I effectively use evaluation data to create meaningful reports. |  |  |
|  | c. I contribute to scholarly investigations as related to my programming. |  |  |
| **4** | **Communication Skills** |  |  |
|  | 1. I have effective interpersonal communication skills. |  |  |
|  | 1. I effectively use writing skills in a variety of contexts: for reports, newsletters, scholarly publications, and the media. |  |  |
|  | 1. I am an effective public speaker. |  |  |
|  | 1. I employ a variety of strategies for communicating with the media. |  |  |
| **5** | **Diversity & Multiculturalism** |  |  |
|  | 1. I am continuously learning about issues of diversity and multiculturalism as they relate to me, my role and the organization as a whole. |  |  |
|  | 1. I am developing and strengthening relationships and partnerships with diverse individuals and groups. |  |  |
|  | 1. I integrate multicultural concepts into day-to-day operations to work more effectively, respectfully and authentically across differences. |  |  |
|  | 1. I am developing skills in applying multicultural learning at the personal, interpersonal, institutional and cultural levels. |  |  |
|  | 1. I am aware of and follow civil rights and affirmative action policies and procedures. |  |  |

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| **6** | **Educational & Information Technology** | **Competence** | **Importance** |
|  | 1. I have basic computer and software skills such as Windows and the Microsoft Office suite. |  |  |
|  | 1. I effectively use communication tools such as Outlook, Lync, Zoom, social media, and video conferencing. |  |  |
|  | 1. I effectively use tools for sharing and managing information such as SharePoint, the MSUE and OD websites, the Events Management System, the MSUE online library, and MSU Google tools. |  |  |
|  | 1. I effectively use educational technology such as Adobe Connect, PowerPoint, TurningPoint, and Moodle or D2L. |  |  |
|  | 1. I understand eXtension—the tools available to me and the ways to be involved. |  |  |
| **7** | **External Linkages** |  |  |
|  | 1. I understand the basic structure and political realities of state and local governments. |  |  |
|  | 1. I communicate regularly with government and community decision makers. |  |  |
|  | 1. I build relationships with communities, agencies and organizations that foster partnerships and collaborations. |  |  |
|  | 1. I understand MSUE’s varying roles in dealing with community issues. |  |  |
|  | 1. I help sustain an active network of clientele and stakeholders to advise and advocate for present and future programming. |  |  |
| **8** | **Facilitative Leadership** |  |  |
|  | 1. I understand the basics of facilitative leadership. |  |  |
|  | 1. I build and participate effectively in teams. |  |  |
|  | 1. I manage conflict effectively and help others resolve it. |  |  |
|  | 1. I facilitate group process to help teams and groups do their best work. |  |  |
|  | 1. I can help groups create a vision and action plan. |  |  |
| **9** | **Marketing & Quality Service** |  |  |
|  | 1. I understand and apply the three ‘P’s of marketing in MSUE: product, price, and promotion. |  |  |
|  | 1. I effectively represent MSUE to external audiences. |  |  |
|  | 1. I know how to conduct market research and use evaluation data to create promotional strategies. |  |  |
|  | 1. I understand and deliver quality service. |  |  |
| **10** | **Professionalism & Career Development** |  |  |
|  | 1. I understand the history, structure, and mission of the Land Grant system. |  |  |
|  | 1. I exhibit professionalism in all aspects of my job. |  |  |
|  | 1. I maintain high ethical standards. |  |  |
|  | 1. I consistently display personal, social, and emotional competence. |  |  |
|  | 1. I am an effective team member. |  |  |