

Self-Assessment Rating Tool

List your skill level with regard to core competencies. Use the results to complete Steps 3 through 5 of the Self-Assessment process as outlined on the instruction page.

1. I am aware of this skill.
2. I understand the concepts.
3. I articulate principles.
4. I apply this skill.
5. I integrate into practice.

A. Practice shared, principled leadership

Rate (1-5)

- _____ A1. **Coach and be coached**
- _____ A2. Interpret/set/apply policy and procedure
- _____ A3. **Guide strategic planning**
- _____ A4. Model professional integrity
- _____ A5. Pursue continuous professional development
- _____ A6. Maintain cutting edge awareness in core competency areas
- _____ A7. Create opportunities, challenge status quo
- _____ A8. **Facilitate team building**
- _____ A9. Facilitate organizational change for program and organization success
- _____ A10. **Promote telling our stories**
- _____ A11. Interface with academic organizations and community systems
- _____ A12. **Facilitate and model teamwork**
- _____ A13. Keep current in the use of technology

B. Provide leadership for statewide programming

- _____ B1. Ensure program guidelines are followed
- _____ B2. **Coordinate program planning including asset mapping and needs assessment**
- _____ B3. **Integrate research into educational programs**
- _____ B4. Oversee curriculum identification and development
- _____ B5. **Facilitate culturally sensitive program implementation for behavior change**
- _____ B6. Coordinate program evaluation
- _____ B7. Conduct and/or participate in applied research
- _____ B8. Utilize evaluation results for program enhancement
- _____ B9. **Recognize participant achievement**
- _____ B10. Ensure compliance

C. Create an environment in which staff can thrive

- _____ C1. Develop and modify a staffing pattern
- _____ C2. Create and modify position descriptions
- _____ C3. Oversee recruitment and hiring of staff
- _____ C4. Ensure organizational orientation
- _____ C5. Facilitate initial staff training

- _____ C6. Facilitate staff development
- _____ C7. **Provide for performance management (counseling, coaching, termination, legal issues)**
- _____ C8. Continually recognize and reward staff
- _____ C9. **Coach and be coached**

D. Practice stewardship of all resources

- _____ D1. **Develop operational systems for financial management**
- _____ D2. Develop budgets
- _____ D3. **Maintain budgetary communication throughout all levels**
- _____ D4. Oversee the monitoring of budgets
- _____ D5. Ensure compliance and financial accountability and reporting
- _____ D6. Authorize expenditures
- _____ D7. **Provide technical assistance**
- _____ D8. Seek and secure additional resources

E. Promote synergistic collaborations

- _____ E1. Establish relationships with partners with similar goals and visions
- _____ E2. Facilitate growth of relationships
- _____ E3. Demonstrate the benefits of shared vision
- _____ E4. Celebrate, recognize, and reward collaboration

F. Communicate program value with passion

- _____ F1. Communicate success internally and externally
- _____ F2. Advocate for the audience we serve
- _____ F3. **Increase awareness of needs and assets**
- _____ F4. Create loyalty
- _____ F5. Tailor messages
- _____ F6. Oversee development of marketing tools
- _____ F6. Communicate program impact