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