

HOW TO ASSESS YOUR COMPETENCIES

You can assess your competencies before, during and after your work, school and life experiences to:

- Document your experience
- Assess your proficiencies
- Describe your competencies

Want a second opinion? Ask a Co-op and Career staff member or a workplace supervisor to help you evaluate your progress.

How to complete the competency assessment

Read the following instructions and review the sample on page two. Next, complete the [competency assessment worksheet](#).

1. Consider some of the work, school and life experiences you've had to date. Think about the competencies you developed through these experiences.
2. Review the definition and behavioural examples of the competency you'd like to assess. You can find definitions of the **core competencies**, **program-specific competencies**, **cross-cultural competencies** and **professional competencies** at www.uvic.ca/coopandcareer/competencykit.
3. Complete the [competency assessment worksheet](#) to assess your competency development. Use the following scale to rate your level of achievement as it occurs in the workplace, classroom or daily life, then explain your evaluation in the space provided:
 - + **No demonstrated achievement:** You are aware of information, ideas and situations related to this competency but have not yet had an opportunity to practice it.
 - + **Beginning:** You've just started to find opportunities to work on this competency. You make initial assessments of what is expected of your role. Your understanding of the impact of your actions is limited. Your actions meet some performance expectations but you know that you could improve.
 - + **Developing:** You've demonstrated this competency and think about how to develop it further. You engage in conversations with others about how you can best contribute and how this competency is important. Your actions usually meet the expectations of yourself and others. You look for opportunities to apply this competency in other areas of your life.
 - + **Accomplishing:** You've reached your overall goals and often think about opportunities to use and practice this competency. You consistently meet the expectations of yourself and others. You consider your learning and appreciate the significance of this competency in relationship to your experiences. You demonstrate high quality work that has a positive impact.
 - + **Exemplary:** You have an overall mastery of this competency. You understand and demonstrate it in all areas of your life. You are considered to be a role model by others and regularly exceed expectations. Your work is of a very high or exceptional quality and has significant impact.
4. Once you've chosen a rating, include two to three examples of how and when you've demonstrated competence.

SAMPLE ASSESSMENT

Competency name: **Personal management**

- + Acts with honesty, integrity and personal ethics
- + Recognizes personal efforts and the efforts of others
- + Acknowledges diverse opinions and accepts differences
- + Manages personal health and emotional well being
- + Takes responsibility and demonstrates resiliency and accountability for self
- + Plans and manages personal time, finances and other resources
- + Assesses, weighs and manages risk in the face of uncertainty
- + Recognizes strengths and areas for improvement
- + Adapts to new environments and cultures
- + Recognizes impact on others and demonstrates adaptability to and management of change.

LEVEL	Exemplary	Accomplished	Developing	Beginning	No demonstrated achievement
YOUR RATING:				X	

Answer the following questions related to your competency development:

Where and how have your experiences demonstrated competence?

- + I make an effort to complement other staff members when they do something helpful or positive in the coffee shop where I work.
- + I've drafted a study plan for next semester to better organize my study time and use strategies to keep on target.
- + I've made a personal commitment to complete this assessment to better understand the competencies I need to work on for my future success.
- + I chose an elective course that exposed me to new ideas.

Why have you chosen your competency rating?

- + I'm not always consistent in acknowledging good work on the part of co-workers and don't always respond in a receptive manner when they voice their opinions/perspectives.
- + I've made study plans before but don't always follow them or hold myself accountable.
- + I haven't completed a plan to develop the competencies I need to work on.
- + I recognize that I could identify new opportunities to develop this competency.

What are your competency gaps?

- + I have to work hard to keep my personal life from impacting my daily work.
- + I don't always take the time to listen to my co-workers when problem solving.
- + I am reluctant to try new things and/or ask for help.

How will you address these gaps in the future?

- + I will join a sports team to learn about a new sport and to develop leadership skills.
- + I will develop a new strategy to help me separate my personal life from my daily work, by asking for feedback from friends and colleagues.
- + When my coworkers give me suggestions, I could work harder at listening and accept that they have different ways of doing things.
- + I can work at acknowledging the efforts of my younger siblings towards daily chores.