

SELF ASSESSMENTS:

Now it is important to look at how effective/competent you are in the tasks you are doing or will be doing in your student employee position. Again, this will help you set goals on how to improve these areas within your position!

Common duties used in student employment	Skill set used	Please mark as the following: M = Basic level met for skill set N= Need improvement E = Exceeds in knowledge of skill set	Any Needs Improvement – set goals in this column for obtaining this skill with your current student position
Answers phones	Communication		
Greets customers	Communication		
Gathers data	Research and Assessment; Critical Thinking		
Data entry	Research and Assessment;		
Peer advising	Critical Thinking; Collaboration; Professionalism; Communication		
Filing	Communication; Professionalism		
Web-site maintenance	Research and Assessment; Critical Thinking		
Social Media manager	Communication; Professionalism; Critical Thinking		
Card Reader Monitor	Communication		
Scheduling appointments/calendar maintenance	Communication; Critical Thinking		
IT support	Communication; Research and Assessment		
Event planning	Communication; Professionalism; Collaboration		
Team player	Collaboration		

