

Co-op/Intern Self-Assessed Pre-Evaluation

This completed form is due at time of registration. Please provide the following:

Co-op/Intern Student Name _____ **Date** _____

BU ID# _____ **Current Work Semester** (circle one): **Summer** **Fall** **Jan Interim** **Spring**


It is important for interns to reflect on their skill level for the following areas. Please circle one number to rate your present skill level, or circle N/A if the skill is not applicable.

Communication	No Skill	Some Skill	Adequate	Above Avg	Very High	N/A
1. Speak with clarity and confidence	1	2	3	4	5	N/A
2. Write clearly, concisely, and professionally	1	2	3	4	5	N/A
3. Make effective formal and informal presentations	1	2	3	4	5	N/A
4. Exhibit good listening skills	1	2	3	4	5	N/A
5. Demonstrate a willingness to speak up, participate in discussions, and ask questions	1	2	3	4	5	N/A

Conceptual / Analytical	No Skill	Some Skill	Adequate	Above Avg	Very High	N/A
6. Analyze situations and take appropriate action	1	2	3	4	5	N/A
7. Offer innovative and creative solutions to problems	1	2	3	4	5	N/A
8. Collect and analyze information (e.g. data) effectively	1	2	3	4	5	N/A
9. Access and apply specialized knowledge, such as classroom learning and field-specific skills	1	2	3	4	5	N/A
10. Demonstrate effective problem solving and decision making	1	2	3	4	5	N/A

Teamwork	No Skill	Some Skill	Adequate	Above Avg	Very High	N/A
11. Make a positive impact on the team by establishing rapport and credibility	1	2	3	4	5	N/A
12. Utilize a collaborative approach and share information and resources with others	1	2	3	4	5	N/A
13. Pitch in to help co-workers	1	2	3	4	5	N/A
14. Respect what others have to contribute	1	2	3	4	5	N/A

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Professional Qualities	No Skill	Some Skill	Adequate	Above Avg	Very High	N/A
15. Assume responsibility and am accountable for actions	1	2	3	4	5	N/A
16. Exhibit self-confidence	1	2	3	4	5	N/A
17. Possess honesty, integrity, and personal ethics	1	2	3	4	5	N/A
18. Demonstrate a positive attitude toward change	1	2	3	4	5	N/A
19. Respect diversity and alternative perspectives	1	2	3	4	5	N/A
20. Represent the organization appropriately at all times	1	2	3	4	5	N/A

Self-Management & Work Habits	No Skill	Some Skill	Adequate	Above Avg	Very High	N/A
21. Produce work of high quality, free from error	1	2	3	4	5	N/A
22. Produce a significant volume of work	1	2	3	4	5	N/A
23. Maintain good attendance and punctuality	1	2	3	4	5	N/A
24. Complete tasks as assigned and on time	1	2	3	4	5	N/A
25. Listen to feedback and adapt strategy when current approach is not working	1	2	3	4	5	N/A
26. Utilize good judgment and establish priorities among duties	1	2	3	4	5	N/A

Initiative	No Skill	Some Skill	Adequate	Above Avg	Very High	N/A
27. Set and communicate goals and follow up with results	1	2	3	4	5	N/A
28. Seek opportunities to learn	1	2	3	4	5	N/A
29. Take the initiative to get a job done	1	2	3	4	5	N/A
30. Act decisively on critical issues	1	2	3	4	5	N/A

Technology	No Skill	Some Skill	Adequate	Above Avg	Very High	N/A
31. Have the computer and/or technical skills for the job	1	2	3	4	5	N/A
32. Demonstrate a willingness to enhance technical skills	1	2	3	4	5	N/A
33. Utilize technology to perform work effectively	1	2	3	4	5	N/A
34. Utilize technology appropriately in the workplace	1	2	3	4	5	N/A

Thank you for participating in Bradley's Cooperative Education and Internship Program.

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