

# Engineering Cooperative Education Skills Self-Assessment

STUDENT: \_\_\_\_\_ WORK TERM: \_\_\_\_\_

For each of the skills or attributes described, on a scale of 1 to 5, indicate the level of competence that you have demonstrated. The descriptions below are the expectations for Work Term 3.

Not Developed	Developing	Competent	Strong	Outstanding
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1. **Initiative** (Take independent action in completing assigned tasks, and show motivation in seeking new work)

1	2	3	4	5
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2. **Organization and Planning** (Prioritize work assignments based on their importance, and plan and use time efficiently and productively to complete work)

1	2	3	4	5
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3. **Quality of Work** (Produce good quality work with few errors, checking own work with minimal assistance)

1	2	3	4	5
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4. **Productivity** (Independently learn new material to consistently complete an assigned amount of work on time)

1	2	3	4	5
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5. **Written Communication** (Communicate ideas and information in writing clearly, concisely, and in an organized way, with some review and editing required)

1	2	3	4	5
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6. **Verbal Communication** (Verbally express ideas and information clearly, concisely, and in an organized way, with minimal clarification required; comfortable speaking to small group)

1	2	3	4	5
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7. **Work Independently** (Work independently on assigned tasks and projects, taking direction and seeking assistance as required)

1	2	3	4	5
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8. **Teamwork** (Be an effective team member by working collaboratively and cooperatively with others, assuming responsibility and accountability for tasks, and understanding importance of the student's role within the team)

1	2	3	4	5
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9. **Problem Solving** (Analyze engineering problems, evaluate alternatives, and propose solutions)

1	2	3	4	5
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<b>Not Developed</b>	<b>Developing</b>	<b>Competent</b>	<b>Strong</b>	<b>Outstanding</b>
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**10. Project Management Techniques** (Demonstrate understanding of project, change, and/or risk management techniques and incorporate into work as required)

1	2	3	4	5
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**11. Safety and Environment** (Identify safe and unsafe work practices, follow safety procedures, demonstrate safe work practices, and understand the impacts of engineering on health and the environment)

1	2	3	4	5
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**12. Ethics and Integrity** (Contribute to helping to resolve ethical issues, demonstrate good judgment and understand issues around conflicts of interest, and display honesty and fairness in interactions with others)

1	2	3	4	5
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**13. Appreciation of Diversity** (Demonstrate ability to work in a diverse workplace; inclusive, respectful, and work well with others when there are individual differences)

1	2	3	4	5
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**14. Adaptation to Organization's Rules and Policies** (Recognize, understand, and follow an organization's rules and policies, with minimal guidance)

1	2	3	4	5
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**15. Response to Supervision** (Openly accept direction and feedback and respond positively, incorporating feedback into work as required)

1	2	3	4	5
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**16. Dependability** (Gain the trust of others by being reliable and consistent in completing work and in meeting commitments, while demonstrating a very good work ethic)

1	2	3	4	5
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**Select three additional Technical Skills related to your field of interest/discipline to self-assess**

**Technical Skill #1**

1	2	3	4	5
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**Technical Skill #2**

1	2	3	4	5
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**Technical Skill #3**

1	2	3	4	5
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