

Summer at City Hall Pre-Evaluation

Please circle your current level of skill on a scale from 1 to 5; 1 being very comfortable and utilizing skill easily to 5 having little to no understanding of skill and no utilization.

|  |  |
| --- | --- |
| **Skill Description**  | **Scale**  |
| **Problem Solving**: I use knowledge, facts, and creativity to solve problems and think through difficulties and issues. I can view a situation from multiple perspectives.  | 1 2 3 4 5 |
| **Oral Communication**: I effectively speak one-on-one and in front of groups. I am a good listener. I ask questions.  | 1 2 3 4 5 |
| **Written Communication**: I effectively write my ideas in an organized and understandable manner.  | 1 2 3 4 5 |
| **Teamwork**: I work well with others, can manage group conflicts, and complete my share of the work.  | 1 2 3 4 5 |
| **Diversity**: I am comfortable working with individuals of different races, ages, genders, religions, lifestyles and viewpoints.  | 1 2 3 4 5 |
| **Technology**: I can use appropriate technology to complete work(email, PPT, Word, Excel), know basic social media(Facebook, Twitter, etc) and can adapt to trends.  | 1 2 3 4 5 |
| **Leadership**: I encourage the strengths of others, motivate and direct others towards a common goal, and have a positive outlook.  | 1 2 3 4 5 |
| **Self-Direction**: I continuously gain new knowledge and skills and learn from mistakes. I take initiative, accept responsibility, and have the drive to achieve goals.  | 1 2 3 4 5 |
| **Work-Ethic**: I effectively manage my time, am punctual, productive, and honest. I creatively find and apply new ideas and solutions.  | 1 2 3 4 5 |
| **Social Responsibility**: I demonstrate ethical behavior and responsible actions with interests of the community in mind. I am willing to advocate for self and others.  | 1 2 3 4 5 |
| **Flexibility:** I adapt to change calmly, am persistent in the face of difficultly, and am accepting of criticism.  | 1 2 3 4 5 |
| **Planning &Organizing**: I can plan and set priorities, identify steps needed to achieve goals, and can carry them through effectively and on time.  | 1 2 3 4 5 |
| **Persuading:** Using logic, evidence and understanding, I can successfully influence the thoughts and actions of others.  | 1 2 3 4 5 |