

Professional Behavior – Beginning Level Self-Assessment

Student Name: _____ Date: _____

Indicate with an X in the appropriate box how frequently the statement best describes you.

1 Rarely	2 Occasionally	3 Sometimes	4 Frequently	5 Usually	The student demonstrates:
					Commitment to learning
					Identifies problems
					Formulates appropriate questions
					Demonstrates positive attitude toward learning
					Offers discussion in class
					Researches for further information needed
					Shows evidence of preparation prior to class
					Shows attentiveness in class
					Interpersonal skills
					Maintains professional demeanor in classroom
					Demonstrates interest in fellow students as individuals
					Respects differences in others
					Non-judgmental about other lifestyles
					Communicates respectfully and confidently
					Respects personal space
					Maintains confidentiality in all interactions
					Demonstrates acceptance of limited knowledge and experience
					Appropriately discusses grades/assignments
					Communication skills
					Understands basic English (verbal/written)
					Uses correct grammar
					Accurate spelling and expressions
					Writes legibly
					Recognizes impact of non-verbal communication
					Listens actively
					Maintains eye contact
					Provides appropriate feedback to fellow classmates
					Effective use of time & resources
					Focuses on task at hand without dwelling on past mistakes
					Recognizes own resource limitations
					Uses existing resources effectively
					Uses scheduled time efficiently
					Completes assignments in a timely fashion
					Coordinates and works with other for group assignments

					Use of constructive feedback
					Demonstrates active listening skills
					Actively seeks feedback and help
					Demonstrates a positive attitude toward feedback
					Critiques own performance
					Maintains two-way information
					Problem solving
					Identifies resources
					Begins to examine multiple solutions to problems
					Talks through plan of action and alternative actions with students and instructors
					Professionalism
					Abides by school policies
					Shows professional conduct
					Attends class
					Shows honesty, compassion, and confidence
					Responsibility
					Follows through on commitments
					Accountable for own actions & outcomes
					Shows up for class on time
					Calls instructor when absent
					Hands in assignments on time
					Critical thinking
					Recognizes gaps in knowledge
					Raises relevant questions
					Considers all available information
					Differentiates from relevant and irrelevant information
					Brings up logical ideas
					Stress management
					Recognizes when becoming overly stressed
					Recognizes when fellow classmates are becoming overly stressed
					Seeks assistance from advisors
					Maintains professional attitude while in class and during internships

Examples and comments:

Based on my self-assessment, I am setting the following goals:

1.

2.

3.

4.

5.

To accomplish these goals, I will take the following actions:

Goal 1 Action:

Timeline:

Goal 2 Action:

Timeline:

Goal 3 Action:

Timeline:

Goal 4 Action:

Timeline:

Goal 5 Action:

Timeline:

