

# Planning Out-of-Class Experiences Self-Assessment

## **Part One: Goal Identification**

Directions: In the space below please generally describe what you would like to be doing professionally in six to ten years. You need not describe a specific career path if you are still undecided about your major. You can describe the characteristics of a work situation in which you would feel comfortable. There is also space provided below to describe what you would like to achieve personally from your out-of-class experiences.

Career Description:

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Personal Desires Regarding Out-of-Class Experiences:

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## **Part Two: Transferable Skills**

Directions: Below please find several transferable skills and personal characteristics of interest to employers and graduate schools. You have the opportunity to develop these skills during your Truman experience inside and outside of the classroom. In order to facilitate goal setting using the Cocurricular Planning Map, we have listed the transferable skills in association with the planning quadrants. Obviously, there is a great deal of overlap in the quadrants and the skills listed in one of the quadrants may also be developed as you work on goals associated with another quadrant. Two boxes appear to the left of each skill. Read over the skills. If you have an interest in developing a particular skill, rate your current mastery of the skill by inserting the appropriate number from the scale listed below in the first box. Indicate the level of mastery you would like to achieve by the time you graduate by inserting the appropriate number in the second box. Remember, rate only those items you desire to develop. For the ratings, please use the following scale.

1	2	3	4	5	6	7	8	9	10
no knowledge or ability in the skill area					complete mastery of the skill area				

**Cultural Exploration and Community Engagement**

<input type="checkbox"/> <input type="checkbox"/> Public speaking <input type="checkbox"/> <input type="checkbox"/> Letter writing <input type="checkbox"/> <input type="checkbox"/> Use of electronic communication <input type="checkbox"/> <input type="checkbox"/> Speech writing <input type="checkbox"/> <input type="checkbox"/> Social competence <input type="checkbox"/> <input type="checkbox"/> Service orientation <input type="checkbox"/> <input type="checkbox"/> Active listening <input type="checkbox"/> <input type="checkbox"/> Telephone skills <input type="checkbox"/> <input type="checkbox"/> Communication of ideas <input type="checkbox"/> <input type="checkbox"/> Communication of feelings <input type="checkbox"/> <input type="checkbox"/> Compassion <input type="checkbox"/> <input type="checkbox"/> Understanding <input type="checkbox"/> <input type="checkbox"/> Sensitivity <input type="checkbox"/> <input type="checkbox"/> Rapport building <input type="checkbox"/> <input type="checkbox"/> Personable	<input type="checkbox"/> <input type="checkbox"/> Well-traveled <input type="checkbox"/> <input type="checkbox"/> Sense of fairness <input type="checkbox"/> <input type="checkbox"/> Recognition of value differences <input type="checkbox"/> <input type="checkbox"/> Acceptance of value differences <input type="checkbox"/> <input type="checkbox"/> Volunteerism <input type="checkbox"/> <input type="checkbox"/> Learn through service <input type="checkbox"/> <input type="checkbox"/> Open to views of others <input type="checkbox"/> <input type="checkbox"/> Open to new experiences <input type="checkbox"/> <input type="checkbox"/> Flexible <input type="checkbox"/> <input type="checkbox"/> Diplomacy <input type="checkbox"/> <input type="checkbox"/> Networking <input type="checkbox"/> <input type="checkbox"/> Foreign language competence <input type="checkbox"/> <input type="checkbox"/> Skill as a translator <input type="checkbox"/> <input type="checkbox"/> Demonstration of warmth <input type="checkbox"/> <input type="checkbox"/> Empathic listening
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**Intellectual Competence and Reflective Judgment**

<input type="checkbox"/> <input type="checkbox"/> Record keeping <input type="checkbox"/> <input type="checkbox"/> Memory for detail <input type="checkbox"/> <input type="checkbox"/> Organizing data <input type="checkbox"/> <input type="checkbox"/> Retrieving data <input type="checkbox"/> <input type="checkbox"/> Testing <input type="checkbox"/> <input type="checkbox"/> Investigation <input type="checkbox"/> <input type="checkbox"/> Scientific writing <input type="checkbox"/> <input type="checkbox"/> Lab techniques <input type="checkbox"/> <input type="checkbox"/> Inventing <input type="checkbox"/> <input type="checkbox"/> Able to detect failures in logic <input type="checkbox"/> <input type="checkbox"/> Library research competence <input type="checkbox"/> <input type="checkbox"/> Comprehend detailed instructions <input type="checkbox"/> <input type="checkbox"/> Aesthetic critique <input type="checkbox"/> <input type="checkbox"/> Critical thinking <input type="checkbox"/> <input type="checkbox"/> Self-directing <input type="checkbox"/> <input type="checkbox"/> Ethical decision making <input type="checkbox"/> <input type="checkbox"/> Quick thinking <input type="checkbox"/> <input type="checkbox"/> Skilled consumer of news media <input type="checkbox"/> <input type="checkbox"/> Discernment <input type="checkbox"/> <input type="checkbox"/> Recognition of cause and effect <input type="checkbox"/> <input type="checkbox"/> Evaluation <input type="checkbox"/> <input type="checkbox"/> Forecasting <input type="checkbox"/> <input type="checkbox"/> Self-reflection <input type="checkbox"/> <input type="checkbox"/> Intellectual curiosity	<input type="checkbox"/> <input type="checkbox"/> Technical reading <input type="checkbox"/> <input type="checkbox"/> Observation skills <input type="checkbox"/> <input type="checkbox"/> Note taking <input type="checkbox"/> <input type="checkbox"/> Able to analyze data and ideas <input type="checkbox"/> <input type="checkbox"/> Objectivity <input type="checkbox"/> <input type="checkbox"/> Information processing <input type="checkbox"/> <input type="checkbox"/> Researching data <input type="checkbox"/> <input type="checkbox"/> Use of lab equipment <input type="checkbox"/> <input type="checkbox"/> Accuracy <input type="checkbox"/> <input type="checkbox"/> Knowledge seeker <input type="checkbox"/> <input type="checkbox"/> Advanced math abilities <input type="checkbox"/> <input type="checkbox"/> Field work abilities <input type="checkbox"/> <input type="checkbox"/> Conceptual thinking <input type="checkbox"/> <input type="checkbox"/> Systematic thinking <input type="checkbox"/> <input type="checkbox"/> Rational thinking <input type="checkbox"/> <input type="checkbox"/> Proofreading <input type="checkbox"/> <input type="checkbox"/> Computer skills <input type="checkbox"/> <input type="checkbox"/> Technical writing <input type="checkbox"/> <input type="checkbox"/> Problem identification <input type="checkbox"/> <input type="checkbox"/> Sound decision making <input type="checkbox"/> <input type="checkbox"/> Foresight <input type="checkbox"/> <input type="checkbox"/> Assessment <input type="checkbox"/> <input type="checkbox"/> Self-understanding <input type="checkbox"/> <input type="checkbox"/> Logical arguments
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### Healthy Habits and Balanced Living

<input type="checkbox"/>	<input type="checkbox"/>	Calm	<input type="checkbox"/>	<input type="checkbox"/>	Sense of direction
<input type="checkbox"/>	<input type="checkbox"/>	Mature	<input type="checkbox"/>	<input type="checkbox"/>	Commitment to values
<input type="checkbox"/>	<input type="checkbox"/>	Assertive	<input type="checkbox"/>	<input type="checkbox"/>	Well-balanced diet
<input type="checkbox"/>	<input type="checkbox"/>	Time management	<input type="checkbox"/>	<input type="checkbox"/>	Stress management
<input type="checkbox"/>	<input type="checkbox"/>	Prioritizing tasks	<input type="checkbox"/>	<input type="checkbox"/>	Effective self-care
<input type="checkbox"/>	<input type="checkbox"/>	Goal setting competence	<input type="checkbox"/>	<input type="checkbox"/>	Sense of meaning
<input type="checkbox"/>	<input type="checkbox"/>	Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	Skill in friendship development
<input type="checkbox"/>	<input type="checkbox"/>	Productive	<input type="checkbox"/>	<input type="checkbox"/>	Sense of identity
<input type="checkbox"/>	<input type="checkbox"/>	Organized	<input type="checkbox"/>	<input type="checkbox"/>	Effective expression of emotions
<input type="checkbox"/>	<input type="checkbox"/>	Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	Effective coping mechanisms
<input type="checkbox"/>	<input type="checkbox"/>	Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	Healthy coping mechanisms
<input type="checkbox"/>	<input type="checkbox"/>	Addiction free	<input type="checkbox"/>	<input type="checkbox"/>	Adequate leisure time
<input type="checkbox"/>	<input type="checkbox"/>	Regular Exercise	<input type="checkbox"/>	<input type="checkbox"/>	Wide variety of interests
<input type="checkbox"/>	<input type="checkbox"/>	Strong support system	<input type="checkbox"/>	<input type="checkbox"/>	Enjoy life
<input type="checkbox"/>	<input type="checkbox"/>	Well rested	<input type="checkbox"/>	<input type="checkbox"/>	Expressive
<input type="checkbox"/>	<input type="checkbox"/>	Positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	Self-esteem
<input type="checkbox"/>	<input type="checkbox"/>	Commitment to healthy habits	<input type="checkbox"/>	<input type="checkbox"/>	Effective and regular renewal practices

### Effective Leadership and Responsible Citizenship

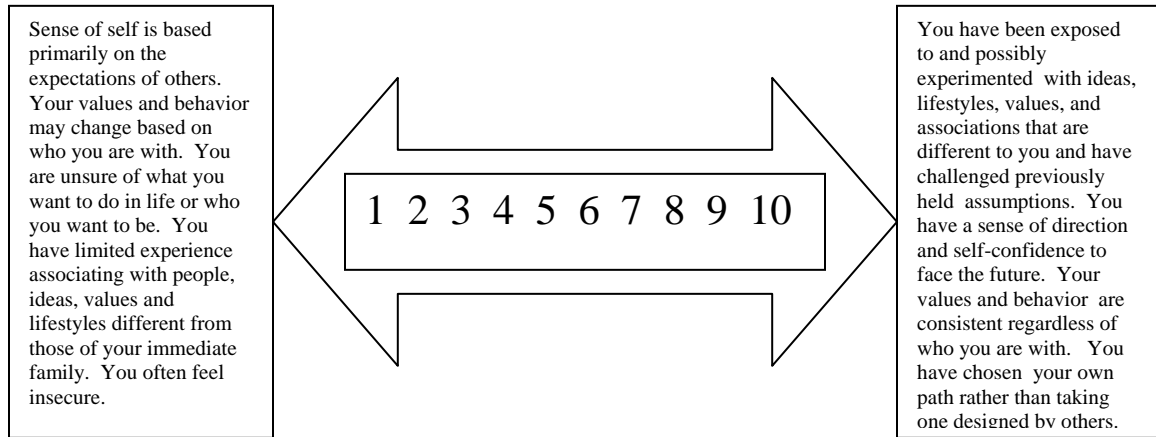
<input type="checkbox"/>	<input type="checkbox"/>	Patience	<input type="checkbox"/>	<input type="checkbox"/>	Promotion
<input type="checkbox"/>	<input type="checkbox"/>	Dependable	<input type="checkbox"/>	<input type="checkbox"/>	Negotiating
<input type="checkbox"/>	<input type="checkbox"/>	Willing to take risks	<input type="checkbox"/>	<input type="checkbox"/>	Mediating
<input type="checkbox"/>	<input type="checkbox"/>	Able to provide direction	<input type="checkbox"/>	<input type="checkbox"/>	Debating
<input type="checkbox"/>	<input type="checkbox"/>	Group facilitation	<input type="checkbox"/>	<input type="checkbox"/>	Interviewing
<input type="checkbox"/>	<input type="checkbox"/>	Supervision	<input type="checkbox"/>	<input type="checkbox"/>	Consensus building
<input type="checkbox"/>	<input type="checkbox"/>	Coaching	<input type="checkbox"/>	<input type="checkbox"/>	Policy making
<input type="checkbox"/>	<input type="checkbox"/>	Vision/mission development	<input type="checkbox"/>	<input type="checkbox"/>	Persuading
<input type="checkbox"/>	<input type="checkbox"/>	Trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	Troubleshooting
<input type="checkbox"/>	<input type="checkbox"/>	Delegation	<input type="checkbox"/>	<input type="checkbox"/>	Understanding legal concepts
<input type="checkbox"/>	<input type="checkbox"/>	Planning	<input type="checkbox"/>	<input type="checkbox"/>	Enterprising
<input type="checkbox"/>	<input type="checkbox"/>	Integrity	<input type="checkbox"/>	<input type="checkbox"/>	Developing rules & regulations
<input type="checkbox"/>	<input type="checkbox"/>	Ambitious	<input type="checkbox"/>	<input type="checkbox"/>	Resourceful
<input type="checkbox"/>	<input type="checkbox"/>	Multitasking	<input type="checkbox"/>	<input type="checkbox"/>	Solicitation
<input type="checkbox"/>	<input type="checkbox"/>	Meeting facilitation	<input type="checkbox"/>	<input type="checkbox"/>	Designing projects
<input type="checkbox"/>	<input type="checkbox"/>	Able to influence others	<input type="checkbox"/>	<input type="checkbox"/>	Publicity
<input type="checkbox"/>	<input type="checkbox"/>	Team building	<input type="checkbox"/>	<input type="checkbox"/>	Responsible financial management
<input type="checkbox"/>	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>	<input type="checkbox"/>	Understand political process
<input type="checkbox"/>	<input type="checkbox"/>	Strategy and intervention planning	<input type="checkbox"/>	<input type="checkbox"/>	Recognition of resources
<input type="checkbox"/>	<input type="checkbox"/>	Program development	<input type="checkbox"/>	<input type="checkbox"/>	Ability to follow through

\*Skills adapted from Dunkel, N.W. & Schuh, J.H. (1998), Advising Student Groups and Organizations. San Francisco: Jossey-Bass Publishers.

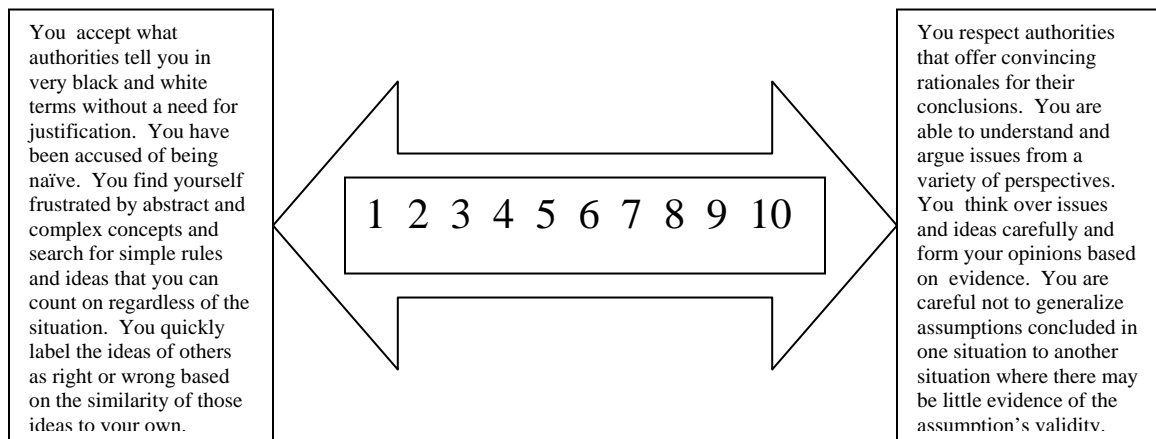
### Part Three: Personal Development

**Directions:** Below you will find continuums based on developmental theories of young adulthood. Each continuum contains a description of characteristics of development at the lower levels of the continuum and characteristics of development at higher levels of the continuum. There are numbers representing various steps in the progression between the two ends of the continuum. Please circle the number that best represents your current progression on the developmental continuum.

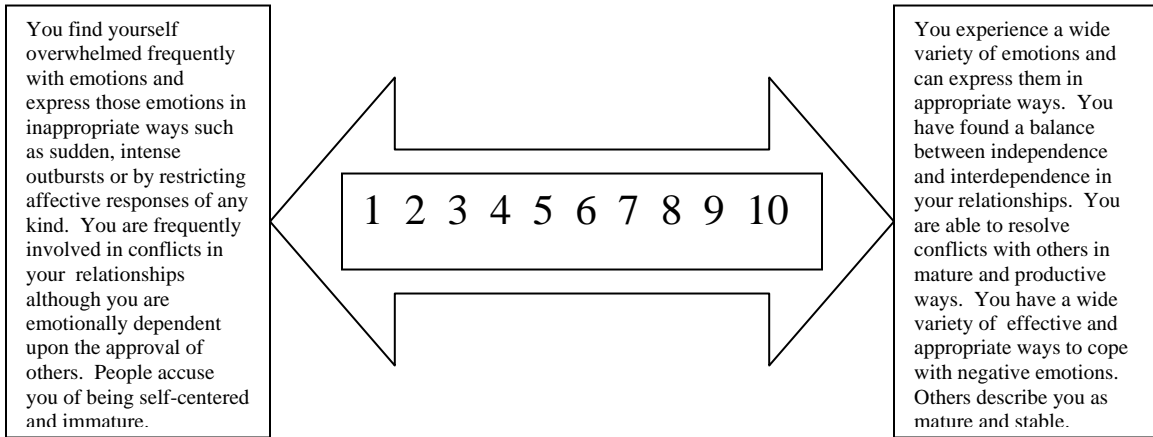
#### Identity Development:



#### Cognitive Development:



## Emotional Development:



## Moral/Spiritual Development:

