



SKILLS SELF-ASSESSMENT WORKSHEET

To help you identify skills and abilities on which you would like to receive focused mentorship, we have created this worksheet for you to assess your strengths and weaknesses in a number of areas. Not all skills and abilities will be relevant to all disciplines, nor is the list below exhaustive of all possible skills and abilities. This worksheet is to help you (and your mentor) identify those skills that might be most valuable to achieving your long-term career goals. Please feel free to add any skills or abilities that are important to you if not already included. Your mentor may provide helpful additions to the list below as well.

Completing this self-assessment, along with your Individual Development Plan (IDP), can help identify gaps in your training or skillset that need to be filled to achieve your goal(s).

Instructions for each skill:

Step 1. On your own: Isolate skills that are most relevant to your research, scholarship, or creative activities.

Step 2. On your own: Rate your proficiency on a scale of 1 (no experience) to 5 (highly proficient), or not applicable (NA).

Step 3. On your own: Select “Y” (yes) or “N” (no) to indicate your interest in developing this skill. Ask yourself, does the skill align with your short- or long-term goals? Are you willing to commit time to developing the skill?

Step 4. With your mentor: Discuss those skills on which you want to focus in the coming year and how they fit with your Goal Milestones and Action Steps as identified on your IDP.

Step 5. Create a timeline with your mentor for acquiring new skills as a part of your IDP.

Project development and management:

	Proficiency						Interest		Focus This Year
	1 = no experience 5 = highly proficient						Y	N	
Generating project ideas	1	2	3	4	5	NA	Y	N	
Narrowing in on most promising scholarly projects	1	2	3	4	5	NA	Y	N	
Setting priorities for allocation of time and resources across projects	1	2	3	4	5	NA	Y	N	
Setting timelines for achieving project goals	1	2	3	4	5	NA	Y	N	
Managing multiple projects and programs	1	2	3	4	5	NA	Y	N	
Procuring new scholarly sources (e.g., archival sources, industry data sets, field sites)	1	2	3	4	5	NA	Y	N	
Critically analyzing your past performances or exhibitions; applying an analytical mindset to identify new horizons or extensions of your past performances	1	2	3	4	5	NA	Y	N	
Study design and evaluation	1	2	3	4	5	NA	Y	N	

Engaging communities in research, scholarship, or creative activities	1	2	3	4	5	NA	Y	N	
Interview or ethnographic methods	1	2	3	4	5	NA	Y	N	
Translational research methods	1	2	3	4	5	NA	Y	N	
Synthesizing scholarly sources and data	1	2	3	4	5	NA	Y	N	
Quantitative research skills	1	2	3	4	5	NA	Y	N	
Leveraging computing resources for your scholarship (e.g., storage, analysis, data sharing, dissemination)	1	2	3	4	5	NA	Y	N	
Research compliance (e.g., conflict of interest, human participant research)	1	2	3	4	5	NA	Y	N	
Recruiting project staff (e.g., performers, creative artists, research staff)	1	2	3	4	5	NA	Y	N	
Mentoring project staff	1	2	3	4	5	NA	Y	N	
Managing project sites (e.g., research labs, performance spaces, field sites)	1	2	3	4	5	NA	Y	N	
Managing collaborative projects	1	2	3	4	5	NA	Y	N	
Other:	1	2	3	4	5	NA	Y	N	

Disseminating your work:

	Proficiency 1 = no experience 5 = highly proficient						Interest		Focus This Year
Identifying outlets for publication or presentation	1	2	3	4	5	NA	Y	N	
Producing compelling writing	1	2	3	4	5	NA	Y	N	
Curating, maintaining and hosting an engaging portfolio of your creative work or performances	1	2	3	4	5	NA	Y	N	
Writing a book proposal	1	2	3	4	5	NA	Y	N	
Preparing and submitting a peer-reviewed manuscript	1	2	3	4	5	NA	Y	N	
Preparing and submitting a review article or expert opinion	1	2	3	4	5	NA	Y	N	
Completing a writing project on a timeline	1	2	3	4	5	NA	Y	N	
Responding to reviewer critiques and revising manuscripts	1	2	3	4	5	NA	Y	N	
Presenting/performing your work (e.g., conference presentations, invited talks, recordings, concerts, master classes)	1	2	3	4	5	NA	Y	N	
Working with curators to install your work	1	2	3	4	5	NA	Y	N	
Digital dissemination	1	2	3	4	5	NA	Y	N	
Sharing your work with the general public	1	2	3	4	5	NA	Y	N	
Assessing commercialization potential of your work	1	2	3	4	5	NA	Y	N	

Engaging with end users, investors, companies or other external entities who could leverage your work	1	2	3	4	5	NA	Y	N	
Starting a company based on your work	1	2	3	4	5	NA	Y	N	
Obtaining a patent for or licensing of your work	1	2	3	4	5	NA	Y	N	
Leveraging social media to disseminate your scholarship	1	2	3	4	5	NA	Y	N	
Other:	1	2	3	4	5	NA	Y	N	

Funding your work:

	Proficiency 1 = no experience 5 = highly proficient						Interest		Focus This Year
Finding relevant opportunities (external or internal)	1	2	3	4	5	NA	Y	N	
Interpreting funding opportunity requirements	1	2	3	4	5	NA	Y	N	
Asking for support from department or college leadership	1	2	3	4	5	NA	Y	N	
Pulling a team together to respond to a funding opportunity	1	2	3	4	5	NA	Y	N	
Managing or working with staff supporting grant submissions	1	2	3	4	5	NA	Y	N	
Connecting with funding agency staff	1	2	3	4	5	NA	Y	N	
Planning grant proposals	1	2	3	4	5	NA	Y	N	
Writing grant proposals	1	2	3	4	5	NA	Y	N	
Understanding administrative requirements of different funding agencies	1	2	3	4	5	NA	Y	N	
Budget planning and management	1	2	3	4	5	NA	Y	N	
Completing grant aims on a timeline	1	2	3	4	5	NA	Y	N	
Other:	1	2	3	4	5	NA	Y	N	

General career development activities:

	Proficiency 1 = no experience 5 = highly proficient						Interest		Focus This Year
Communication skills	1	2	3	4	5	NA	Y	N	
Time management skills	1	2	3	4	5	NA	Y	N	
Negotiation skills	1	2	3	4	5	NA	Y	N	
Conflict resolution	1	2	3	4	5	NA	Y	N	
Giving effective feedback	1	2	3	4	5	NA	Y	N	
Navigating organizational/institutional culture	1	2	3	4	5	NA	Y	N	
Leveraging involvement in professional societies	1	2	3	4	5	NA	Y	N	
Enhancing professional visibility (locally and nationally)	1	2	3	4	5	NA	Y	N	

Creating professional networks	1	2	3	4	5	NA	Y	N	
Balancing professorial roles with performing/creative/consulting roles	1	2	3	4	5	NA	Y	N	
Media relations	1	2	3	4	5	NA	Y	N	
Expanding commitment to the broader societal impact of your work	1	2	3	4	5	NA	Y	N	
Promoting work-life balance	1	2	3	4	5	NA	Y	N	
Other:	1	2	3	4	5	NA	Y	N	