

## Success Skills Self-Assessment

Skill Type	Rating				
	Never	Almost never	Sometimes	Almost always	Always
<b>Self-knowing (academics)</b>					
I know what will help me be focused in class (sitting in the front, note-taking, drawing, etc.)	1	2	3	4	5
I know why type of environment helps me get my homework done (quiet, In the library, In a coffee shop, etc.)	1	2	3	4	5
I know different strategies for studying (using index cards, highlighting, etc.)	1	2	3	4	5
I know my learning styles (visual, auditory, kinesthetic, etc.)	1	2	3	4	5
I know which academic subjects are my strongest/most challenging and why	1	2	3	4	5
I know how to prepare for an assignment that is due (breaking it down into small pieces, prioritizing, etc.)	1	2	3	4	5
	Total:		Rank:		
<b>Understanding Records</b>					
I know how to understand my syllabi and other systems my teachers use (Canvas, Moodle, etc.)	1	2	3	4	5
I know how to read my transcripts (find my GPA, units earned, calculate PACE)	1	2	3	4	5
I know how to understand my Educational plan (what classes need to take to graduate and transfer)	1	2	3	4	5
I know how to complete my financial aid file and read my financial aid award letter	1	2	3	4	5
I know how to stay in good financial aid standing and get back in good standing if I'm disqualified	1	2	3	4	5
I know how to get connected to services if I have an IEP/504 plan	1	2	3	4	5
	Total:		Rank:		
<b>Communication/Self-Advocacy</b>					
I'm able to talk to my teachers about my concerns or questions I may have in class	1	2	3	4	5
I know how to communicate professionally (in person, by email, by phone, etc.)	1	2	3	4	5
I'm able to accept positive and critical feedback from others	1	2	3	4	5
I'm comfortable reaching out to others when I need help	1	2	3	4	5
I'm comfortable approaching people I don't know	1	2	3	4	5
I'm able to talk to others about my strengths and aspirations	1	2	3	4	5
	Total:		Rank:		

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<b>Career Exploration/Readiness</b>					
I'm able to identify major or work-related interests	1	2	3	4	5
I'm able to think of different educational paths for my interests	1	2	3	4	5
I know how to research and apply for internships/jobs	1	2	3	4	5
I know what skills I need to work on for internships/jobs	1	2	3	4	5
I know how to answer interview questions for jobs/internships	1	2	3	4	5
I know how to get involved on-campus with clubs/organizations	1	2	3	4	5
	Total:		Rank:		
<b>Organization/Time Management</b>					
I keep appointments and show up on time	1	2	3	4	5
I follow up and complete next steps discussed in previous meetings	1	2	3	4	5
I keep track of and meet deadlines for appointments and assignments	1	2	3	4	5
I know where documents needed for school and employment are	1	2	3	4	5
I'm able to create strategies to balance personal, work and school life effectively	1	2	3	4	5
I know what my top priorities are and know how to stay organized to complete them	1	2	3	4	5
	Total:		Rank:		
<b>Accessing and Utilizing Resources</b>					
I know how to navigate my student portal	1	2	3	4	5
I know where to look and how to apply for jobs	1	2	3	4	5
I know what supports and services are on campus	1	2	3	4	5
I know the name of my counselor and how to reach them	1	2	3	4	5
When I face a difficulty and need help, I know who to go to	1	2	3	4	5
I know how to receive services for programs on campus	1	2	3	4	5
	Total:		Rank:		

## Success Skills Self-Assessment

Based on your bottom ranked success skill, pick 1 goal for something you want/can improve

<p>What is your success skill you want to improve? What is the goal for this academic year?</p>	<p>Why is it important to you to improve this for yourself? How will this help you in being academically successful?</p>
<p>Who are your supports when you face challenges or obstacles? Who will help you to achieve this goal?</p>	<p>What are some other things that you would like/need to know to help achieve this goal?</p>