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User Instructions: Go to FILE > MAKE A COPY > rename your document as "Skills Assessment - Your Name - Date" and SAVE

Contact information

Name:

Address:

Email:

Phone:

Overview

- 1 Start here and read the instructions and descriptions on this page.
- 2 After you have reviewed the "User Instructions" tab, begin with "Self-Assessment Step 1."
- 3 Make sure to save your work as you go to avoid losing any significant progress.

Self-Assessment Step 1

- 1 This tab is a "summary" version of the self-assessment that allows you to assess your skills across a broad selection of categories without answering a list of detailed questions.
- 2 **Cells with blue font and yellow background represent areas where you can provide text or numerical answers. These are the only cells that require your input.**
- 3 Write your answers in the provided areas for your top strengths, areas for improvement, favorite tasks, and goals. These begin on rows 5, 13, 21, and 29, respectively.
- 4 You may complete the remaining sections by ranking "Degree of Mastery" and "Priority Level" for each skill on a scale of 0 - 4. **Descriptions of the scales are provided below.**
- 5 To input your answers within each cell you may select from the drop-down box provided in the cell, enter the number using your keyboard, or copy/paste your answer from another cell.
- 6 Complete the sections that follow by ranking your "Degree of Mastery" and "Priority Level" for each.
- 7 After you have completed "Self-Assessment Step 1" you may proceed to "Self-Assessment Step 2"

Self-Assessment Step 2

- 1 This tab is a "detailed" version of the self-assessment that allows you to assess your skills by ranking yourself across specific skills and topics related to the broader categories in Step 1.
- 2 **Cells with blue font and yellow background represent areas where you can provide text or numerical answers. These are the only cells that require your input.**
- 3 In addition to ranking your "Degree of Mastery" and "Priority Level" in columns "G" and "H", you may choose to write notes in column "I" to provide additional context if you wish.
- 4 Complete the sections shown. Note that question numbering may be non-consecutive as certain questions or sections are hidden. **Only answer the questions that are visible to you.**
- 5 Once finished share the file with your program manager. Once the program manager has reviewed your file they will follow-up for a discussion.

Ranking Scale Descriptions:

Description of ranking scale: Degree of Mastery

- 0 I have **no knowledge, training, or experience** regarding the skill or topic
- 1 I have **basic knowledge** of the skill or topic, but I have not received training or experience
- 2 I have **basic knowledge** of the skill or topic, I have received **some training**, and I can perform related tasks **with supervision**
- 3 I have **advanced knowledge** of the skill or topic, I have received **extensive training**, and I can perform related tasks **without supervision**
- 4 I have **advanced knowledge** of the skill or topic, I have received **extensive training**, and I can perform related tasks and **teach or supervise others**

Description of ranking scale: Priority Level

- 0 I have **no interest** in learning about this skill or topic, and/or I have **no intention of utilizing this skill** or information in the future
- 1 I have **limited interest** in learning about this skill or topic, and/or I recognize it **may have relevance to my future needs**
- 2 I have **some interest** in learning about this skill or topic, and/or I would like to be **knowledgeable enough to work with subject matter experts** as needed
- 3 I am **interested** in learning about this skill or topic, and/or I recognize this as an **important factor for my future success** or day-to-day needs
- 4 I am **very interested** in learning about this skill or topic, and/or I recognize this as a **critical factor for my future success** or day-to-day needs

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