



## Candidate Self Assessment Worksheet

### *Global Perspective*

- **Have you traveled abroad?** Yes No  
If yes, list countries and purpose of trips:

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- **Do you speak one or more foreign languages?** Yes No  
If yes, list languages and level of fluency:

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- **How would you rate your overall awareness of the global economy and International Business (on a scale of 1-5, with 5 being extremely aware)?**  
1 2 3 4 5

If you rated yourself a 3, 4, or 5, write a few sentences detailing what you have done to heighten your global perspective. Or if you rated yourself a 1 or 2, list some things you could do to improve your global perspective.

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### *Leadership Skills*

**List campus or community organizations in which you have held a leadership position.**

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Relating to your leadership roles, briefly describe some of the following:

Challenges faced \_\_\_\_\_

Key Takeaways \_\_\_\_\_

Accomplishments \_\_\_\_\_

*Teamwork*

- How would you rate your ability to work with others and contribute to a team (on a scale of 1-5, with 5 being superior teamwork)

1      2      3      4      5

If you rated yourself a 3, 4, or 5, write a few sentences explaining why you think you are a team player. Or if you rated yourself a 1 or a 2, list some things you can do to improve your teamwork skills. \_\_\_\_\_

\_\_\_\_\_

- List significant experiences (challenges, learning points, accomplishments, etc.) you have had working on a team with at least 2 other individuals. (For example: sports teams, committees, academic competitions, complex group assignments.)

\_\_\_\_\_

*Communication Skills*

- Please rate yourself on each of the following (on a scale of 1-5 with 1 being poor, and 5 being excellent)

Speaking in public	1	2	3	4	5
Listening to others views	1	2	3	4	5
Respectfully making your point	1	2	3	4	5
Providing clear instructions	1	2	3	4	5
Knowing your audience	1	2	3	4	5

- Briefly describe some of your strengths, and areas you feel you need to improve upon relating to your communication skills. \_\_\_\_\_

\_\_\_\_\_

*Adaptability*

- Please rate yourself on each of the following (on a scale of 1-5 with 1 being poor, and 5 being excellent)

Ability to work under pressure	1	2	3	4	5
Thinking on your feet	1	2	3	4	5
Dealing with deadlines	1	2	3	4	5
Working with difficult people	1	2	3	4	5
Working long hours	1	2	3	4	5
Understanding style of others	1	2	3	4	5

- Describe a time when you had everything all planned out and then got thrown a curveball at the last minute, which resulted in extra or unplanned work on your part. What happened? How did you react to it? What was the outcome?

\_\_\_\_\_

\_\_\_\_\_

***Problem Solving***

- Please rate yourself on each of the following (on a scale of 1-5 with 1 being poor, and 5 being excellent)

Ability to identify a problem	1	2	3	4	5
Research and fact seeking	1	2	3	4	5
Critically thinking through issue	1	2	3	4	5
Developing a solution	1	2	3	4	5
Implementing the solution	1	2	3	4	5

- If you indicated that you are an excellent problem solver in your ratings above, briefly describe a complex problem you have been faced with, and the approach you took in reaching the solution.

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- If you rated yourself poorly in any of the problem solving areas, jot down some ideas on how you can improve your problem solving skills.

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***Academic Achievement***

- What is your overall GPA? \_\_\_\_\_

- What is your major GPA? \_\_\_\_\_

If either are under a 3.0, explain where you have struggled the most. Also describe action plan to get GPA over a 3.0. \_\_\_\_\_

- List any scholarships, awards or other academic recognition you have received. \_\_\_\_\_

- What class are you most proud of your performance in, and why?

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***Campus and Community Involvement***

- Mark Y or N for your involvement in the following campus or community organizations.

Academic Honoraries or Societies	Y	N
Sorority/Fraternity/other Social Org.	Y	N
Campus Government	Y	N
Community Service Org.	Y	N
Political, Religious, or Other	Y	N

- Briefly describe your involvement in some of these organizations, and other organizations you could participate in to improve your resume and your own personal development.

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- Rate your commitment to your community (scale of 1-5, 5 being extremely involved in community service.) 1 2 3 4 5

*Work Experience*

- **If you have previous work experience, think back on those experiences and provide a relevant example for the following areas that might apply.**

Dealt with a difficult customer

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Practiced good time management

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Organized a process

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Provided client service

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Worked under a tight deadline

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Reviewed the work of others

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Documented information or prepared a report

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*Understanding of and Desire to Work in your Chosen Industry*

- **When you decide on an industry, be sure to do your homework and take appropriate actions to heighten your awareness of chosen field.**

Consider whether you have done the following:

- |                                      |   |   |
|--------------------------------------|---|---|
| • Researched company websites        | Y | N |
| • Discussed with faculty             | Y | N |
| • Attended campus recruiting events  | Y | N |
| • Networked with professionals       | Y | N |
| • Asked questions of former students | Y | N |

- **If you answered No to any of the above, develop action plan to increase your awareness and exposure to the profession, the firms, and the individuals working there.** \_\_\_\_\_  
\_\_\_\_\_

- **Do you know the city in which you would like to begin your career?**

Y N

If yes, do you have a good reason for selecting that city? Please provide.

\_\_\_\_\_