

NYC Service AmeriCorps Member Skills Assessment

The Skills Assessment is a way for members to discuss which skills they would like to develop over the course of the service term. Members should rate each skill as honestly as possible based on the rubric below. The assessment should be used as a way for members to have an open conversation with their supervisors about their professional growth. After meeting with their supervisor to discuss the skills assessment, the member and supervisor should collectively decide which skills they will work on at their host site and track process on growth. With guidance from your supervisor, please star/highlight the top three skills you would like to prioritize for development at your host site. Completed assessment should be sent to the member’s NYC Service Coordinator. The Coordinator will review and will reference during site visits throughout the member’s term.

Level of Ability Column: Please honestly indicate your assessment of your level of ability for each skill using the scale listed below. *Remember, this assessment is for your growth, not a judgement of your current ability.*

- 5 = High level of competence – extensive experience in the skill area
- 4 = Moderately high level of competence – good experience in the skill area
- 3 = Average level of competence – some experience in the skill area
- 2 = Low level of competence – little experience in the skill area
- 1 = No level of competence – no experience in the skill area

Importance Column: Please rank the skills in order from least important to most important to develop for your own professional development path:

- 1 = Most important
- 27 = Least important

Skill Areas	Level of Ability	Importance	Notes
Hard Skills			
Excel			
PowerPoint			
Survey Creation			
Understanding and Analyzing Data			
Developing and Maintaining a Database			
Event planning			
Grant Writing			
Presentation planning			
Developing and Implementing a Work Plan			
Understanding and Preparing Program Budgets			

Skill Areas	Level of Ability	Importance	Notes
Soft Skills			
Public Speaking			
Workplace Written Communication (i.e. memos, program briefs, etc.)			
Email etiquette			
Creatively thinking in the workplace			
Networking skills			
Understanding of Civic Leadership			
Leading a team			
Resolving conflict			
Meeting deadlines effectively			
Prioritization management (i.e. understanding how to manage/balance multiple projects and priorities)			
Time Management			
Conflict Management			
Working on a team for a common purpose			
Developing and nurturing a positive work environment			
Giving, Receiving, and Implementing feedback			
Goals setting (inc. SMART goals)			
Working in a diverse environment			
Additional host site specific skills:			