

## Self Analysis

Please use the numbers 1-5 to rate your level of experience in each of the following competency areas as explained below and cite an example to substantiate your rating.

1	2	3	4	5
Little or no experience		Experienced and competent		Lots of experience and very competent

### Program Initiation and Development

What is the extent of your experience in:

- \_\_\_ 1. Assessing the need for program to include obtaining and integrating the views of individuals, groups and the general public and subsequently engaging in a process to set organizational program priorities?
- \_\_\_ 2. Planning and developing an educational program in which you took an idea or concept and carried it through to implementation.
- \_\_\_ 3. Developing a plan of work for yourself or an organization that outlines priorities and objectives, describes intended impact, lays out educational strategies, names targeted audiences and discusses evaluation techniques?

Please cite a specific example that best substantiates your competencies in program initiation and development.

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### Program Implementation and Communication

- \_\_\_ 1. What is the extent of your experience in conducting an educational program to include obtaining facilities, designing teaching materials, publicizing the activity, obtaining necessary resources and teaching the intended audience?
- \_\_\_ 2. What is the extent of your experience with the following educational delivery methods:
  - \_\_\_ a) Classroom teaching
  - \_\_\_ b) Radio
  - \_\_\_ c) Television
  - \_\_\_ d) Writing – newspapers, magazines, technical letters, journals, etc.
  - \_\_\_ e) Tours
  - \_\_\_ f) Self-teaching packets
  - \_\_\_ g) Computer-aided instruction
  - \_\_\_ h) Public speaking

Please cite a specific example that best substantiates your competencies in program implementation and communication.

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### Subject Matter Knowledge

- \_\_\_ What is the extent of your experience in conducting educational programs in the subject matter area described in position description?

Please cite a specific example that best substantiates your subject matter competency related to the position description.

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## Program Evaluation

\_\_\_ What is the extent of your experience in assembling and analyzing evaluation data and using it through written and/or oral reports to modify the operation of the program and/or report program impact and results?

Please cite a specific example that best substantiates your competencies in program evaluation.

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## Resource Acquisition and Development

What is the extent of your experience in:

- \_\_\_1. Networking with other agencies/organizations
- \_\_\_2. Grants and contracts
- \_\_\_3. Fund-raising and/or public appeal

Please cite a specific example that best substantiates your competencies in resource acquisition and development.

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## Leadership and Team Skills

What is the extent of your experience in:

- \_\_\_1. Utilizing volunteers and/or being a volunteer for the conduct of educational programs, to include recruitment, management and evaluation of performance?
- \_\_\_2. Developing and maintaining the organization's or agency's relations with the public and funding organizations through publicity pieces, reports, and public presentations?
- \_\_\_3. Serving as a program leader and manager, to include overall responsibility for performance, administration, supervision and accountability?
- \_\_\_4. Working as a member of a team in the conduct of a program or project associated with your professional employment?
- \_\_\_5. Working with committees to arrive at organizational priorities and decisions?
- \_\_\_6. Working with culturally diverse audiences?

Please cite a specific example that best substantiates your leadership and team skills.

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## Professional Growth and Development

\_\_\_ To what extent have you engaged in professional development activities and professional organizations to increase your knowledge, skills and abilities?

Please cite a specific example that best substantiates your activities in professional growth and development.

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Name \_\_\_\_\_

Date \_\_\_\_\_