

Life Skills Transcript

Initial Evaluation for _____
(Name – please print) (Student Number)

Completed by: _____
Primary Advisor Signature Date

Student Signature Date

To initiate a Life Skills Transcript file, you must meet with an advisor and complete the evaluation together. The advisor you choose must be a member of the Brighton Campus Office of Student Life & Leadership Development or the Damon Campus Center staff, a faculty advisor to a club or organization in which you are involved, or a coach of your athletic team. Please choose the advisor you work most closely with in your activities. You and your advisor will rank each skill, on the line to the left of the skill, according to the scale below. Your Life Skills Transcript will be established when this completed form is signed and returned to the Brighton Campus Office of Student Life & Leadership Development or the Damon Campus Center.

Skill Rating Scale:

5. Consistently and effectively uses these skills
4. Uses these skills often and effectively
3. Sometimes uses these skills
2. Rarely uses these skills
1. Does not use these skills effectively/has no experience

Leadership Skills:

- _____ **Leading Groups**
Inspires trust and confidence with group members through developing a shared vision and delegates tasks to fit each person; models leadership and teamwork through shared authority when possible. Is respected by the group.
- _____ **Motivating Others**
Inspires a desire to succeed in others by providing information, direction, feedback and recognition, and by empowering them to carry out their assigned task; follows up appropriately. Works with the group. Maintains a positive attitude.
- _____ **Problem Solving**
Clearly identifies and defines problems; facilitates the group to identify and evaluate possible solutions. Develops plans to implement solutions. Views problems as opportunities that can lead to the growth of the group.
- _____ **Decision Making**
Facilitates groups in the decision-making process; gathers and evaluates appropriate information and data; assesses the effectiveness of a decision and learns from it; makes decisions in a timely manner; can make a quick decision when necessary; makes decisions based on the best interest of the whole. Takes responsibility for decisions.
- _____ **Initiative**
Is a self-starter; continually seeks new and better ways of performing his/her job responsibilities; seeks additional responsibility.
- _____ **Manages Time Effectively**
Is able to establish priorities, can organize and complete tasks according to stated deadlines; is prompt and dependable in attendance.
- _____ **Consensus Building**
Is able to facilitate group members through the decision-making process in an open, collaborative manner; assists the group in working out conflict using compromise and active listening.
- _____ **Organization**
Plans and prioritizes tasks according to deadlines; keeps track of work that needs to be accomplished; is prepared for meetings and other responsibilities.

Communication Skills:

Oral

Is able to speak effectively to inform and persuade; explains concepts accurately and concisely; is articulate.

Written

Is able to create grammatically correct, concise and clear written materials; writes persuasively; is able to edit and proofread.

Listening

Listens actively and with empathy; seeks to know and understand what the speaker is saying; rechecks for meaning when necessary.

Presentation

Can develop and communicate information to others in an organized and comprehensive manner utilizing written information and speeches; actively engages audience.

Management Skills:

Sets and Accomplishes Goals

Sets realistic, specific, and measurable goals; works with team to assess effectiveness of goals and objectives; measures goal attainment on a regular basis with a defined instrument; revises goals and objectives when necessary.

Delegates Effectively

Plans tasks and assigns responsibility and authority to others appropriately; works with group strengths for effective delegation; follows up with members routinely.

Works Well as a Team Member

Collaborates with other members of the group; contributes time, talent, ideas and feedback; works to solve group problems; strives to meet group goals.

Follows Up on Tasks

Keeps track of tasks assigned to others and checks regularly to see how things are going; provides assistance when needed.

Evaluates Results

Routinely evaluates group performance, tasks, programs and activities; uses evaluation results for future planning.

Handles Simultaneous Tasks

Is able to balance responsibilities and work with each responsibility concurrently; completes simultaneous tasks in a timely and effective manner.

Remains Calm Under Pressure

Remains in control when faced with stressful situations; thinks before taking action; helps keep others calm; can think on his/her feet.

Creativity

Brings innovative thoughts, ideas and processes to the group; is able to think beyond the existing situation or process; able to merge abstract ideas in new ways.