

## Student's Self- Assessment(KSA): BUSX 460

Student: Ashley Keller Date 1: 8/31/08 Final: 11/17/08

Each CBE graduate is expected to perform successfully in the following nine areas of Knowledge, Skills and Attitudes. Please rate yourself on the KSAs. Use a checkmark "4" for the initial self-assessment and a "X" for the final.

Rating Scale is:

5 = EXCELLENT; 4 = VERY GOOD; 3 = SATISFACTORY; 2 = FAIR; 1 = POOR; N/A = Not Applicable

COMMUNICATION – WRITTEN, SPOKEN, GRAPHIC and ELECTRONIC	5	4	3	2	1	N/A
1. Write articulate, persuasive and influential business reports, proposals, and letters	X		✓			
2. Make articulate, persuasive and influential individual and team presentations	X	✓				
3. Develop graphic, spreadsheet and financial analysis support for position taken	X					
4. Display presentation skills	X					
5. Generate appropriate visual aids	X					
6. Use correct written structure, spelling, grammar and organization	X					
7. Articulate another's viewpoint through verbal and non-verbal cue interpretation	X					
8. Resolve interpersonal and team conflicts	X					
9. Negotiate effectively	X	✓				

THINKING - CRITICAL, CREATIVE and INTEGRATED	5	4	3	2	1	N/A
10. Use problem-solving techniques	X	✓				
11. Use adaptable, flexible thinking	X	✓				
12. Use critical thinking to produce comprehensive, supported, integrated conclusions	X	✓				
13. Use creative thinking methods to produce ideas	X					
14. Distinguish fact from opinion, and critical from non-critical information	X	✓				
15. Develop several workable solutions to a problem	X	✓				
16. Show common sense	X					
17. Demonstrate continuous learning (learning to learn)	X	✓				

TECHNOLOGY	5	4	3	2	1	N/A
18. Use software for writing, spreadsheets, databases, presentations, and decision support	X	✓				
19. Demonstrate self-taught use of a second software package	X					
20. Use E-Mail, World Wide Web, Internet, and other contemporary electronic services	X					

ETHICS and VALUES	5	4	3	2	1	N/A
21. Consistently accept responsibility for one's own actions	X					
22. Display ethical conduct and honor system behavior	X					
23. Apply ethics in reaching business recommendations	X					
24. Promote benefits of good ethical behavior while recognizing practical ethical challenges	X					
25. Display a "win-win" attitude	X					

ACCREDITED BUSINESS CONTENT	5	4	3	2	1	N/A
26. Know, apply and integrate the content in one's major	X					
27. Apply and integrate accumulated cross-discipline concepts	X	✓				
28. Value the relevance of each business discipline in today's business world	X	✓				

DIVERSITY - INTERNATIONAL and DEMOGRAPHIC	5	4	3	2	1	N/A
29. Apply international concepts and contemporary issues to business situations	X		✓			
30. Apply domestic diversity concepts and contemporary issues to business situations	X		✓			
31. Show sensitivity to the views, values and business customs of other cultures	X	✓				
32. Discuss relevant global business developments	X	✓				
33. Interact as a business professional with people of other cultures and sub-cultures	X	✓				

PRACTICAL EXCELLENCE	5	4	3	2	1	N/A
34. Demonstrate effective team skills	X					
35. Display professional business behavior and appearance	X					
36. Network with professionals	X	✓				
37. Manage time and tasks	X	✓				
38. Use estimates, analogies, and examples	X	✓				
39. Demonstrate development of one's own self-esteem and "can-do" attitude	X	✓				

LEADERSHIP, ENTREPRENEURSHIP and COMMUNITY SERVICE	5	4	3	2	1	N/A
40. Demonstrate group leadership	X	✓				
41. Describe one's own risk-taking profile	X	✓				
42. Differentiate between a leader, a manager, and an entrepreneur	X					
43. Perform community service	X		✓			
44. Foster leadership potential in self and others	X		✓			

JOB EXPERIENCE and CAREER DEVELOPMENT	5	4	3	2	1	N/A
45. Show evidence of a quality, mentored, reflective professional experience	X					
46. Organize a persuasive, informative resume	X					
47. Create a portfolio that shows evidence of employability	X		✓			
48. Demonstrate effective job search and interview skills	X	✓				
49. Assume responsibility for one's own career goal-setting and life-long learning	X	✓				

Total columns: **INITIAL SELF-ASSESSMENT**

# of 5's 21 X 5 = 105

# of 4's 22 X 4 = 88

# of 3's 11 X 3 = 33

# of 2's 0 X 2 = 0

# of 1's 0 X 1 = 0

**FINAL SELF-ASSESSMENT**

# of 5's 49 X 5 = 245

# of 4's     X 4 =    

# of 3's     X 3 =    

# of 2's     X 2 =    

# of 1's     X 1 =    

TOTAL SCORE:

211

245

*Some excellent scores  
and room for improvement.*