

Self-Assessment Tool Instructions

This tool is designed to help you assess your skill level in the State Nutrition Program Coordinator Core Competencies. Information from this self-assessment can be used as part of a plan of work or a plan of professional improvement. It can fit into your current evaluation or re-certification plan.

In identifying the core competencies, the decision was made to focus on the larger picture of the tasks involved in program coordination. Tasks are defined as those that a coordinator may be ultimately responsible for, but may not do themselves. Definitions of some terms are given in the assessment tool. For others, use a definition that meets your needs and situation.

Please note that the results of your self-assessment are not recorded or saved for future reference. If you want to save a copy for your records, you will need to print a copy of the survey results page that will be displayed once your rankings are entered.

Here are some suggested uses for the self-assessment tool:

- Self-assessment to determine how you are doing in these core competency areas. Use the information to develop a professional development plan.
- Use the assessment as part of your job performance evaluation to identify areas of strength and areas in which you would like to set goals for the future.
- Your Program Leader or Administrator supervising or evaluating your performance could use the tool to rate your performance in the core competency areas and assist in identifying areas of strength and weakness. A plan for improvement or professional development could be made jointly.
- In many states, the core competencies are performed by more than one person. Conduct a team meeting and identify the strengths of each team member. Set a plan for team members to share their expertise and develop areas which they would like to improve.
- Use the results of the self-assessment to plan professional development activities for self and staff.

Before you begin the self-assessment:

Take time to reflect on your position and interests. What are your current responsibilities and interests? What roles do you currently perform? What external factors or trends affect your position or interests? What areas of your position do you enjoy the most?

Step 1:

Print a copy of the list of tasks or a copy of the assessment tool. Work through the list of tasks and select one of the following five choices that most closely represents your current skill level for each competency statement.

1. Are you aware of the task/skill that is named?
2. Do you understand the basic concepts of this task/skill?
3. Can you articulate the basic principles of this task/skill? For example, can you easily explain it to someone else?
4. Have you applied this task/skill at least once?
5. Do you utilize this skill/ task on a regular basis? Is it part of your regular practice?

For more information: Some core competency tasks have more detailed descriptions available via a link on the assessment tool. If you want more information about the topic, take a few moments to look at these.

Step 2:

- Go to the assessment tool and enter your responses.
- Print a copy of the tabulated responses report that is generated when you complete the ratings.

Step 3:

- Review the list of those competency tasks for which you gave a 1, 2 or 3.
- Prioritize those tasks that you feel you need to learn about the most. List no more than 10 tasks.

Step 4:

- Review the list of those competency tasks for which you gave a 4.
- Prioritize those tasks that you would like to incorporate into your regular practice

Step 5:

- Develop a core competency professional development plan.
- Determine the tasks you would like to improve in and the level of development that you need (introduction, or refresher)

Use Resource section to look for information in areas you want to improve.