

Asset-Based Growth Assessment Tool

NAME _____

During the service year, you will have opportunities to grow personally and professionally to develop skills that you will use in your future career. This tool will guide you through creating a plan for your growth by giving you an opportunity to reflect on your strengths, challenges, and goals for the coming year.

The asset-based growth assessment tool contains five parts. You will complete Parts 1-3 at the beginning of your service year and then use Part 4 to track your growth throughout the year. At the end of your service year, you will complete Part 5 to evaluate your growth. Keep in mind that growth looks different for each person. The purpose of this tool is to help you define what growth looks like for you, and then allow you to reference it as you move towards your goals. There are no right or wrong answers!

ASSET-BASED GROWTH ASSESSMENT TOOL TIMELINE

- Pre-Service Assessment
 - Part One: Identifying Pre-Existing Strengths, Skills, and Talents
 - Part Two: Identifying Potential Challenges
 - Part Three: Setting Goals
- Tracking Growth during the Service Year
 - Part 4: Tracking Growth
- Post-Service Assessment
 - Part 5: Post-Service Assessment

Pre-Service Assessment

Part One: Identifying Pre-Existing Strengths, Skills, and Talents

Each service year corps member brings a unique combination of skills, abilities, interests, and experiences to the service year. Understanding who you are and what makes you special is essential for your personal growth and professional success. This baseline knowledge will enable you to maximize your community impact during and after your service year.

In this section, you will be asked to describe your assets in five categories: Education, Experience, Skills, Motivation, and Support Network. Some questions may be easy to answer, while others may require more time and reflection. As you consider your assets, try to think beyond what that you would typically include on a résumé or job application. Who are you really, and what gifts and talents do you bring to a service year?

Remember, this is not a “test” and there are no right or wrong answers. However, if you feel uncomfortable answering any of the following questions, feel free to skip them.

The purpose of this assessment is to evaluate your personal and professional growth over the course of your service year. Describe how you have strengthened existing assets or developed new assets in Education, Experience, Skills, Motivation, and Support Networks below.

EDUCATION

- **Formal Education** is learning that results in a diploma, degree, certification, or certificate. For example, you may have earned a high school diploma, associate degree, bachelor's degree, graduate degree, or a certification in CPR or welding.
- **Informal Education** is different from formal education in that you may not have a diploma, degree, or certificate to show for it. For example, you may know how to fix a leaky sink, create a website, care for children, or host a large event. Or perhaps you have read a lot of books on a particular subject and developed expertise in that area.

Formal Education Have you completed any courses, training, or certifications during your service year?	Informal Education What have you taught yourself or learned through "unofficial" sources this year?

EXPERIENCE

When evaluating your experience, it is important to consider more than just paid employment. There are other types of experience that contribute to your development as well.

- **Professional Experience** includes part-time jobs, full-time jobs, internships, and apprenticeships.
- **Volunteer Experience** includes community service with nonprofit organizations, as well as informal service like picking up trash in your neighborhood, providing free childcare, or taking an elderly neighbor to medical appointments.
- **Lived Experience** is experience and knowledge gained through your everyday life. Even though you don't usually include this type of experience on your résumé, it may be where your most important learning has taken place. What people, places, activities, and events have made you who you are today? As you evaluate your lived experience, think about different facets of your everyday life and consider what you have learned from your experiences at school, home, and in the community. What have you learned from participating in sports and other extracurricular activities? Are there specific challenges (for example, illness or loss) that have shaped you in significant ways?

Professional Experience Part-time jobs, full-time jobs, internships, and apprenticeships	Volunteer Experience Unpaid work that benefits an individual, organization, or community	Lived Experience People, places, and events that have shaped you or taught you something important

SKILLS

Skills may be divided into two categories:

- **Technical Skills** are tangible skills required to provide service or do a job, like creating a spreadsheet or speaking a second language.
- **Professional Skills** are personal traits that are beneficial during your term of service or in the workplace. For example, professional etiquette, time management, and leadership fall under this category.

On the next page you will find a list of technical and professional skills. Use the following Proficiency Indicators (Emerging, Developing, Proficient, Advanced) to rate your current skill level in each of these areas. In the comments section, provide specific details about your experience.

TECHNICAL SKILLS

SKILL	Emerging <i>Little to no experience</i>	Developing <i>Some experience but may need help</i>	Proficient <i>Very little guidance required</i>	Advanced <i>Know well enough to teach someone else</i>	Comments <i>Why did you rate yourself the way you did?</i>
Microsoft Office					
Google Suite (Docs, Sheets, Slides)					
Social media					
Virtual meetings (Zoom, Google Meet, etc.)					
Accounting/bookkeeping					
Data entry					
Photography/videography					
Public speaking					
Writing					
Project management					
Event planning					
Fundraising					
Language(s)					
Machines and tools					
First Aid/CPR					
Ability to create art/music					
Information literacy					
Landscaping					
Vehicle maintenance					
Home repair					
Filing taxes					
Grant writing/management					
Classroom management					
Case management					
Curriculum development					
Financial management					
Other software (Slack, Salesforce, Charity Tracker, Apricot, etc.)					

Other:

PROFESSIONAL SKILLS

SKILL	Emerging <i>Little to no experience</i>	Developing <i>Some experience but may need help</i>	Proficient <i>Very little guidance required</i>	Advanced <i>Know well enough to teach someone else</i>	Comments <i>Why did you rate yourself the way you did?</i>
Communication/ interpersonal skills					
Customer service mindset					
Innovative thinking/problem solving					
Teamwork and collaboration					
Organization and attention to detail/time management					
Work ethic					
Professional etiquette					
Self-awareness					
Leadership					
Adaptability/flexibility					
Perseverance					
Responsibility/dependability					
Cultural competence/ championing diversity, equity, and inclusion					
Civic engagement					
Emotional intelligence					
Self-care					
Networking/relationship building					
Self-motivation					
Ability to respond to constructive criticism					

Other:

MOTIVATION

Enthusiasm and passion are important assets because they motivate individuals to dream big, work hard, and persevere in the face of obstacles. Consider your motivation in these two areas:

- **External Motivation** comes from outside of yourself. For example, you may get a job because your parents are pressuring you to do so or because you need to pay your bills. Parental expectations and financial obligations are both external motivators.
- **Internal Motivation** comes from within you and may be linked to your interests, values, and sense of purpose. For example, your interest in a topic may motivate you to pursue a particular career even if the external rewards (i.e. money) are low. The things that excite or inspire you are likely internal motivators

External Motivators What external factors motivated you to participate in a year of service?	Internal Motivators What internal factors motivated you to participate in a year of service?

SUPPORT NETWORK

Support networks are made up of people in your life who help you to achieve your personal and professional goals. This network may include individuals like your family, friends, co-workers, teachers, therapists or other service year corps members. It may also include organizations like religious institutions, community groups, teams, clubs, or government assistance programs.

What individuals or organizations are currently supporting you? How are they supporting you?

Other

Do you have any other strengths/assets that you would like to share with your supervisor?

Part Two: Identifying Potential Challenges

What challenges or obstacles could potentially prevent you from using and developing the strengths, skills, and talents you identified in Part One? You may not be able to eliminate some challenges completely, however you can minimize their impact by planning ahead and taking advantage of the resources available to you.

As you look ahead to your service year, what potential challenges or obstacles do you see?

What are your current responsibilities in school, work, family, extracurricular activities, and community? Do you have any concerns about managing your time and/or juggling multiple responsibilities?

What (if any) skills, abilities, and experiences do you feel like you need to be successful that you don't have yet?

How can your supervisor support you this year?

Are there any other potential challenges that you would like to share with your supervisor?

Part Three: Setting Goals

In this section, you will use the strengths and challenges you have identified in Part One and Part Two to create goals that will guide your personal and professional growth during the service year. As you are setting goals, consider not only new skills you would like to develop, but also how you can build on the strengths you already have.

The following reflection questions will help you to think about how you can strengthen existing assets and develop new assets in five areas: Education, Experience, Skills, Motivation, and Support Networks. Once you have answered the questions, follow the instructions to create 5 "SMART" (Specific, Measurable, Actionable, Realistic, and Timed) goals.

EDUCATION

How has your education (both formal and informal) prepared you for a service year? How can you use the education you have already attained during your service year?

Do you have plans to pursue your education during or after your service year? If so, when and how?

If applicable, how do you plan to use your education award after your service year?

What credentials or training do you need to pursue your goals?

How will you take advantage of training and certifications during your service year? Speak to your supervisor if you are unsure about what types of opportunities are available to you.

EXPERIENCE

How has your experience (professional, volunteer, and lived) prepared you for your service year? How can you use your expertise during your service year?

What are your current career interests?

What types of experience would you like to gain that will help move you closer to your career goals?

What credentials or training do you need to pursue your goals?

How will you take advantage of training and certifications during your service year? Speak to your supervisor if you are unsure about what types of opportunities are available to you.

SKILLS

What skills have you identified as being “proficient” or “advanced” in, and how will you use those skills to enhance your service to the community this year?

What skills have you identified as “emerging” or “developing” and how do you envision your service year will help you strengthen those skills?

MOTIVATION

How will the internal and external motivators you identified in Part One influence your service year experience?

What steps can you take to increase your internal motivation and find meaning and purpose? This may include pursuing specific interests, connecting with mentors or teachers, building relationships with people who support your interests, or finding new ways to take action on the things you care about.

SUPPORT NETWORK

What members of your support network are most critical to your success?

How would you like to build your support network this year?

S.M.A.R.T. Goals

Using your responses to the previous questions as a guide, create 5 goals that you would like to track throughout the service year and enter them here. The questions in the chart will help to ensure that your goals are SMART: Specific, Measurable, Actionable, Realistic, and Timed.

SKILL	Specific <i>Write your specific goal here. Include as many details as possible.</i>	Measurable <i>How will you measure your progress? How will you know when you've achieved the goal?</i>	Actionable <i>List 3 action steps you can take towards the goal.</i>	Realistic <i>Your goals should be challenging but not impossible to attain. Is this goal realistic? How do you know?</i>	Timed <i>When is your deadline for reaching this goal?</i>	<i>What (if any) additional training, support, or guidance do you need to achieve this goal?</i>
Sample Goal	<i>I want to enroll in a 4-year college when I finish my service term.</i>	<i>I will apply, get accepted, and enroll in college.</i>	<i>1. Take ACT 2. Complete FAFSA 3. Apply to colleges</i>	<i>Yes, I graduated from high school with a 3.0 GPA</i>	<i>I want to be accepted by April and start classes in August.</i>	<i>I need help completing the FAFSA</i>
Goal 1						
Goal 2						
Goal 3						
Goal 4						
Goal 5						

Part Four: Tracking Growth

GROWTH PROGRESS TRACKING CHART #1

SKILL	Growth/Progress <i>What progress have you made toward this goal?</i>	Challenges <i>What challenges have you encountered as you work toward this goal?</i>	Revisions <i>What changes (if any) do you need to make to this goal? Why?</i>
Goal 1			
Goal 2			
Goal 3			
Goal 4			
Goal 5			

Do you have any new goals you would like to add to the ones you created at the beginning of your service year?

Supervisor Feedback

GROWTH PROGRESS TRACKING CHART #2

SKILL	Growth/Progress <i>What progress have you made toward this goal?</i>	Challenges <i>What challenges have you encountered as you work toward this goal?</i>	Revisions <i>What changes (if any) do you need to make to this goal? Why?</i>
Goal 1			
Goal 2			
Goal 3			
Goal 4			
Goal 5			

Do you have any new goals you would like to add to the ones you created at the beginning of your service year?

Supervisor Feedback

GROWTH PROGRESS TRACKING CHART #3

SKILL	Growth/Progress <i>What progress have you made toward this goal?</i>	Challenges <i>What challenges have you encountered as you work toward this goal?</i>	Revisions <i>What changes (if any) do you need to make to this goal? Why?</i>
Goal 1			
Goal 2			
Goal 3			
Goal 4			
Goal 5			

Do you have any new goals you would like to add to the ones you created at the beginning of your service year?

Supervisor Feedback

Part Five: Post-Service Assessment

The purpose of this assessment is to evaluate your personal and professional growth over the course of your service year. Describe how you have strengthened existing assets or developed new assets in Education, Experience, Skills, Motivation, and Support Networks below.

EDUCATION

- **Formal Education** is learning that results in a diploma, degree, certification, or certificate. For example, you may have earned a high school diploma, associate degree, bachelor's degree, graduate degree, or a certification in CPR or welding.
- **Informal Education** is different from formal education in that you may not have a diploma, degree, or certificate to show for it. For example, you may know how to fix a leaky sink, create a website, care for children, or host a large event. Or perhaps you have read a lot of books on a particular subject and developed expertise in that area.

Formal Education Have you completed any courses, training, or certifications during your service year?	Informal Education What have you taught yourself or learned through "unofficial" sources this year?

EXPERIENCE

When evaluating your experience, it is important to consider more than just paid employment. There are other types of experience that contribute to your development as well.

- **Professional Experience** includes part-time jobs, full-time jobs, internships, and apprenticeships.
- **Volunteer Experience** includes community service with nonprofit organizations, as well as informal service like picking up trash in your neighborhood, providing free childcare, or taking an elderly neighbor to medical appointments.
- **Lived Experience** is experience and knowledge gained through your everyday life. Even though you don't usually include this type of experience on your résumé, it may be where your most important learning has taken place. What people, places, activities, and events have made you who you are today? As you evaluate your lived experience, think about different facets of your everyday life and consider what you have learned from your experiences at school, home, and in the community. What have you learned from participating in sports and other extracurricular activities? Are there specific challenges (for example, illness or loss) that have shaped you in significant ways?

Note: Although your service year contains elements of volunteerism, it is important that you list it as professional experience here and on your résumé. Doing so will help future employers to understand your experience and appreciate the skills you have gained as a service year corps member.

Professional Experience Part-time jobs, full-time jobs, internships, and apprenticeships. Add your service year position here!	Volunteer Experience Unpaid work that benefits an individual, organization, or community	Lived Experience People, places, and events that have shaped you or taught you something important

SKILLS

Skills may be divided into two categories:

- **Technical Skills** are tangible skills required to provide service or do a job, like creating a spreadsheet or speaking a second language.
- **Professional Skills** are personal traits that are beneficial during your term of service or in the workplace. For example, professional etiquette, time management, and leadership fall under this category.

On the next page you will find a list of technical and professional skills. Use the following Proficiency Indicators (Emerging, Developing, Proficient, Advanced) to rate your current skill level in each of these areas. In the comments section, provide specific details about your experience.

TECHNICAL SKILLS

SKILL	Emerging <i>Little to no experience</i>	Developing <i>Some experience but may need help</i>	Proficient <i>Very little guidance required</i>	Advanced <i>Know well enough to teach someone else</i>	Comments <i>Why did you rate yourself the way you did?</i>
Microsoft Office					
Google Suite (Docs, Sheets, Slides)					
Social media					
Virtual meetings (Zoom, Google Meet, etc.)					
Accounting/bookkeeping					
Data entry					
Photography/videography					
Public speaking					
Writing					
Project management					
Event planning					
Fundraising					
Language(s)					
Machines and tools					
First Aid/CPR					
Ability to create art/music					
Information literacy					
Landscaping					
Vehicle maintenance					
Home repair					
Filing taxes					
Grant writing/management					
Classroom management					
Case management					
Curriculum development					
Financial management					
Other software (Slack, Salesforce, Charity Tracker, Apricot, etc.)					

Other:

PROFESSIONAL SKILLS

SKILL	Emerging <i>Little to no experience</i>	Developing <i>Some experience but may need help</i>	Proficient <i>Very little guidance required</i>	Advanced <i>Know well enough to teach someone else</i>	Comments <i>Why did you rate yourself the way you did?</i>
Communication/ interpersonal skills					
Customer service mindset					
Innovative thinking/problem solving					
Teamwork and collaboration					
Organization and attention to detail/time management					
Work ethic					
Professional etiquette					
Self-awareness					
Leadership					
Adaptability/flexibility					
Perseverance					
Responsibility/dependability					
Cultural competence/ championing diversity, equity, and inclusion					
Civic engagement					
Emotional intelligence					
Self-care					
Networking/relationship building					
Self-motivation					
Ability to respond to constructive criticism					

Other:

MOTIVATION

Enthusiasm and passion are important assets because they motivate individuals to dream big, work hard, and persevere in the face of obstacles. Consider your motivation in these two areas:

- **External Motivation** comes from outside of yourself. For example, you may get a job because your parents are pressuring you to do so or because you need to pay your bills. Parental expectations and financial obligations are both external motivators.
- **Internal Motivation** comes from within you and may be linked to your interests, values, and sense of purpose. For example, your interest in a topic may motivate you to pursue a particular career even if the external rewards (i.e. money) are low. The things that excite or inspire you are likely internal motivators

External Motivators What external factors motivated you to participate in a year of service?	Internal Motivators What internal factors motivated you to participate in a year of service?

SUPPORT NETWORK

Support networks are made up of people in your life who help you to achieve your personal and professional goals. This network may include individuals like your family, friends, co-workers, teachers, therapists or other service year corps members. It may also include organizations like religious institutions, community groups, teams, clubs, or government assistance programs.

How have you built your support network this year?