Self-assessment checklist

Name: _____

		1 = nonexistent	3 = basic	5 = quite capable	8 = great	10 = perfect	
		1	2	3	4	5	6	7	8	9	10	
Written communication												
(Research/Project) Report writing	*I have no experience whatsoever*											*My reports receive awards for clarity and effectiveness*
Press articles/PR writing	*My writing extends to checklists*											*The Pulitzer prize is right around the corner*
Verbal communication												
Ability to clarify and summarize complex subjects	*Ummm…*											*"yes, it really is that simple"*
Presenting	*"thanks for your attention"*											*Obama just warms them up for me*
Negotiation skills	*Ordering pizza is challenging enough*											*I sell fridges to penguins*
Language skills												
English	*"I am Hungary"*											*Native speaker with philology degree*
German	*"Komm wir essen Opa"*											*Reich-Ranicki asks my opinion*
French	*"Voulez-vous coucher…"*											*Les Parisiens envient ma prononciation*
Spanish	*"No entiendo"*											*Leí textos de Miguel Hernández en la escuela primaria*
Photovoltaics												
General knowledge	*Sun can provide electricity?*											*Desertec was my idea*
Planning & developing of PV systems	*Which side is up?*											*My 20 kW $_p$ self-designed home system is working just fine*
Planning and organising												
Diligence and precision	*Square pegs in round holes*											*Setting atomic watches*
Project management	*Sure, I will remember this*											*Building the LHC was a wee bit challenging*
Working under pressure	*Due next week? Can I panic now?*											*Multiple deadlines due tomorrow? Let's take a break.*
Business skills												
Planning, controlling and reporting	*This figure should should be positive, right?*											*Available cash on March 17th, 2028? Here you go*
Financial accounting	*Let me check with our advisor*											*I create annual group accounts myself*
Computer skills												
MS Excel	*See how colourful this table is!*											*Let's build a macro for that*
MS Word	*Comic sans works for everything*											*Forget InDesign, Word is fine for that*
MS PowerPoint	*Don't know why the file has 30 MB*											*I make master templates for BBDO*
Construction software (SolidWorks, CAD, Catia, etc.)	*Let's build a paper model instead*											*I liked the challenge of a 4km high building*
Simulation software (Abaqus, etc.)	*How do I open this?*											*See, stage 2 at re-entry will be too hot*