**My 5YP:** **Self-Assessment Tool**

**Once you have completed this tool, you can upload it to** [**My Career Hub**](https://mycareerhub.mmu.ac.uk/students/workflows/detail/61)**. This is where you will record all your My 5YP activities and manage your own My 5YP Portfolio. Through this platform, you can get a link to your completed resource which you can email to your Personal Tutor ahead of your personal tutoring meetings.**

Self-assessment is the first part of the five-year planning cycle: establishing where you are at the moment. This should be done against a set of criteria, for example [Manchester Met’s Graduate Attributes](https://www.mmu.ac.uk/careers/students/graduate-attributes/#:~:text=Graduate%20attributes%20combine%20the%20academic,and%20thrive%20as%20a%20graduate.), which this resource focuses on. There are various other ways to assess yourself, which you can also use to set goals for your My 5YP. To find out more about these, go to the [Career Self-Assessments](https://mmu.careercentre.me/u/a0nxdvgc) at our [Online Careers Centre](https://mmu.careercentre.me/u/id9ahl8l).

Using the Graduate Attributes for Self-Assessment

The [Man Met Graduate Attributes](https://www.mmu.ac.uk/careers/students/graduate-attributes/#:~:text=Graduate%20attributes%20combine%20the%20academic,and%20thrive%20as%20a%20graduate.) (Collaboration, Creativity, Professionalism, Self-Motivation and Social Awareness) combine the academic abilities, transferable skills and personal qualities that you as a Manchester Met student can achieve and exemplify when you graduate. They are things that employers can expect you to demonstrate in the workplace and will stand you in good stead whichever future path you choose to take. Including evidence of how you have developed your Graduate Attributes in your My 5YP portfolio will help you to talk about yourself and your achievements at job interviews or when applying for postgraduate study.

Completing your Self-Assessment

Firstly, rate yourself against each Sub-attribute by giving yourself a score (1-3) and writing it in the ***Score*** column. If you are not sure, do not be afraid to ask for help from someone like your personal tutor. Do not worry if you score 1 or 2 for any or all of these. The point of this self-assessment is to provide you with a base from which to develop. There is often a tendency to either over or underestimate your own abilities, so looking for ways to measure and validate your self-assessment can helpful. For example, you can discuss it with someone close to you.

*1 = I need to develop this*

*2 = I am competent at this*

*3 = I am highly proficient at this*

Next, think about what evidence you have for giving yourself these scores. Where does this evidence come from (what is its ***context***)? Did you demonstrate the Sub-attribute on your course (e.g. through a particular unit, group activity, or assessment?), beyond your course (e.g. through extra-curricular activities or workshops?) or outside university (e.g. a part-time job or other experiences with organisations outside of university)? It can be helpful to have a mix of evidence of each attribute, this will strengthen your claim. However, it is okay not to have evidenced an attribute in a particular context – it will just give you an idea of areas for development.

**Attribute: Collaboration**

You are a team player who builds supportive and trusted relationships with colleagues, following principles of fairness and creating an inclusive environment to succeed.

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| **Sub-attribute** | **Score** | ***I have demonstrated this on my course/ beyond my course/outside university*** |
| **Influencing**    *You are confident in your ideas while using persuasion and negotiation to gain the trust and support of your team.* |  |  |
| **Taking responsibility**    *You take ownership of the decisions you make and have confidence in your actions.* |  |  |
| **Leadership**    *You have the ability to motivate and guide others with enthusiasm, empowering them to achieve common goals.* |  |  |
| **Communicating**    *You are clear and concise in your written and verbal communication while being able to listen to others.* |  |  |
| **Teamwork**    *You are an active team player who can also manage relationships within a team to succeed in your goal.* |  |  |

**Attribute: Creativity**

You are proactive, show initiative andare not afraid to try something new**.**You reflect on your experiences which informs your decision making.

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| **Sub-attribute** | **Score** | ***I have demonstrated this on my course/ beyond my course/ outside university*** |
| **Enterprising**    *As an enterprising student or graduate, you show initiative. You are ready to take on projects of importance, you show imagination when working on projects, and are able to spot an opportunity and act in a proactive manner.* |  |  |
| **Taking Risks**    *This is about you having the confidence to try something new or do something differently. It is a mind-set and a way of thinking. You learn from both your positive and negative experiences and doing something differently can sometimes help you to stand out in the crowd.* |  |  |
| **Divergent Thinking**    *Divergent thinking is a method of exploring thoughts. Getting out as many ideas as possible, no matter how ridiculous they may be, being explorative and open. Ideas can then be refined later.* |  |  |
| **Originality**    *Ask yourself “what can I do differently” – be open to taking risks, and volunteer to do something new. Originality is part of the divergent thinking process where you will have ideas that have more breadth and originality. By exploring all ideas, new and exciting ideas can develop.* |  |  |

**Attribute: Professionalism**

Manchester Met students and graduates communicate positive values and attitudes and have anunderstanding of the wider environment in which an organisation operates**.**You understand how your role contributes to the overall aim and objective of the organisation. You deliver work outcomes to agreed quality standards and timescales and are accountable for your actions. You treat colleagues with respect; you contribute positively to the teams in which you work, and you listen to, support and encourage others.

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| **Sub-attribute** | **Score** | ***I have demonstrated this on my course/ beyond my course/ outside university*** |
| **Digital Connectivity**    *You can confidently use information and digital technologies to enhance academic, personal, and professional development.* |  |  |
| **Research**    *You can use skills in research and enquiry to identify and creatively tackle any challenges, and to seek out opportunities for learning.* |  |  |
| **Values**    *You understand an organisation’s values and strive to uphold and promote these in your work.* |  |  |
| **Integrity**    *You act with fairness, honesty, reliability, and consistency in the workplace and take responsibility for your actions.* |  |  |

**Attribute: Self-motivation**

You are proactive, independent and take responsibility for your personal and professional development. You are motivated and self-directed with an inquisitive nature.

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| **Sub-attribute** | **Score** | **I have demonstrated this on my course/ beyond my course/ outside university** |
| **Resilience**  *You can deal with adverse situations, learn from them, and move forward in a positive and flexible way.* |  |  |
| **Lifelong Learning**  *You are committed to your own personal development, with a natural motivation and a curiosity to learn* |  |  |
| **Self-awareness**  *You understand yourself and how you are perceived by others. You are confident about your own narrative and can talk about your strengths and key areas for development.* |  |  |

**Attribute: Social Awareness**

As a socially aware person you have a sense of your place in your community, your university, your workplace, and the wider world.

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| **Sub-attribute** | **Score** | ***I have demonstrated this on my course/ beyond my course/ outside university*** |
| **Community Perspective**    *You are part of communities at home, at university and at work. Students and alumni contribute not only to the Manchester Metropolitan community, but also to all the communities and lives you touch. How do you engage with those communities?* |  |  |
| **Global Perspective**    *You are part of a wider world. Your actions and decisions impact upon this world. The decisions you make are made with this global perspective in mind. You ask questions about sustainability and environmental impact, and you understand how businesses and individuals interact in a global setting.* |  |  |