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ABOUT ME

1. **What SITUATIONS give me the most trouble? List any 3.**

1.1.

1.2.

1.3.

WHY do these situations trouble me?

1.1.

1.2.

1.3.

1. **What sort of PEOPLE make me feel that I lack confidence? List any 3.**

WHY?

1. **What SITUATION(S) would I like to master? Why?**
2. **What situations am I particularly GOOD at?**
3. **What is the ONE thing that I would like to CHANGE about my appearance / personality?**
4. **How do I describe myself to people?**
5. **How will my FAMILY & FRIENDS describe me?**

Self Analysis - Mark Yourself on a Scale of 1 to 10

10 I am Perfect.	Perfect with Relationships.	I am too Confident.	Who cares, I am the Best.
9 I am Very Good and	Not Scared of Meeting New People;	I Believe in myself and I take CHARGE of	Well, I think life is also about disappointments
8 ARTICULATE	Many Friends	situations	but I LEARN and MOVE Ahead
7 I am reasonably good	I Have my own Friends' Circle and	I Believe in myself BUT sometimes I	It is disturbing, and I am hurt but I have to get
6 at holding a	open to meet new people	DOUBT my abilities	going
5 Average, not very	I think TWICE about meeting new	I am Confident, or do others say that am I	I don't like being Rejected, am I that Bad?
Fluent	people	not?	

4	I need Help to Speak	I am little Scared in Meeting New	There is MUCH Self Doubt in my Abilities	I feel it is the end of the world for me and have	
3	Correctly	People, I have SELF-DOUBT		trouble moving forward	
2	I face difficulties in	I Don't have many friends, I am very	I feel scared to do many things. I feel I will	I get ANGRY and BROKEN but I will have	
1	Understanding and	scared to interact with New People, I	not live up to the expectation of the people	my REVENGE and will not be the same again.	
0	Speaking English	am VERYLONELY	or the work given to me.	I HATE EVERYBODY	
	My Spoken English	My Ability to Socialize	My Self Confidence	Do I Fear Rejection	
STUDENT'S SELFASSESSMENT					
My Time Management Log Sheet					
Map out a typical workday					
Time Activity Quadrant Alternate Time Saving Activity					
My Quadrant Analysis					
Q1 – Imp / Not Urg Q2 – Imp / Urg					
Q3 – Not Imp / Urg Q4 – Not Imp / Not Urg					
My Goals Work-page					
Period	Area	Goal	Action Step	Target Date	
This Year	Academic			Proposed Evidence	
	Social				
	Health				
	Family				
	Personal				
	Career				
	Academic				
	Social				
	Health				
	Final Year	Family			
	Personal				
	Career				
On the Concept of S.M.A.R.T					
TrainerAssessmentoftheStudent(General)					
Sure of self & inspires confidence in ability		Feels very sure of self without cockiness	Reasonable assurance	Hesitant or over-bearing	Timid and / or cocky
5		4	3	2	1
Self-Confidence					
Superior ability to express self		Logical, clear & convincing	Gets ideas across fairly well	Some what scattered	Confused& illogical
5		4	3	2	1
General Communication Skills					
Immaculate		Evidently careful of appearance	Generally neat in appearance	No evidence of special care	Poor appearance, unkempt, slouchy
5		4	3	2	1
Personal Appearance & Personal Grooming					
Mingles well, approachable, life of a gathering					Too Shy and Reserved
5		4	3	2	1
Interpersonal Skills					
Superior abilities					Scared, motionless
5		4	3	2	1
General Body Language					

Total Points Received /50

Concluding Remarks of Trainer

Trainer Assessment of Student's Presentation Skills (Verbal)

Superior ability	Appropriate	Balanced	Needs Improvement	Lack of/ incoherent
5	4	3	2	1
Clarity in Spoken Word				
Superior ability				Lack of
5	4	3	2	1
Language Proficiency				
Appropriate				Too slow/too fast
5	4	3	2	1
Rate of Speech (General)				
Not Evident				Evident
5	4	3	2	1
Mother Tongue Influence (MTI)				
Clear & Systematic				Jumbled / shifting
5	4	3	2	1
Thought Development				

Total Points Received / 50

Concluding Remarks of Trainer

Trainer Assessment of Student's (Non-Verbal) Presentation Skills

Superior ability	Appropriate	Balanced	Needs Improvement	Lack of/ excess
5	4	3	2	1
Gestures				
Superior ability	Appropriate	Balanced	Needs Improvement	Lack of/ excess
5	4	3	2	1
Postures				
Superior ability	Appropriate	Balanced	Needs Improvement	Lack of/ excess
5	4	3	2	1
Eye Contact				
Confident and relaxed				Scared/frown
5	4	3	2	1
Facial Expression				
Able to connect & audience in rapt attention				People are bored / on a self ride
5	4	3	2	1
Rapport with Audience (Presentation Skills)				

Total Points Received /50

Concluding Remarks of Trainer

Final Pen Picture

(Assessment done By Trainer)

Top3 Areas of Development

- 1.
 - 2.
 - 3.
- Most admirable quality in the student

Score Attained

Trainer's Name & Signature Date

Name _____ Roll No _____

Class _____ Semester _____ Section _____

Date _____

A- Jeevan Yatra (based on class activity)

Where do you see yourself from now ?

In One Year

In Two Years

In Five Years

In Ten Years

B- List your stake holders and their genuine Expectation

Sn. No.	Name of the Stakeholder (people / institution)	Genuine Expectation/s from you
1	Country	
2	Society	
3	School	
4	University	
5	Parents	
6	Self	

(C) My Vision Statement

(Reason for existence-How would you be remembered)

My Mission Statement – MY GUIDELINES FOR ACHIEVING MY VISION

a.

b.

c.

My mantra in life (1- 2 lines)

D- My Goal

(Note: for the point Attainable / achievable Kindly consult your Domain Faculty)



1. Where do I see My -Placement on completion of degree)?

SMART GOAL (Company, salary, location , designation):

2. **VACATIONS GOAL** : Dec 2024 (the Project / internship)?

SMART (Company, Stipend, location , key points of internship):

3. **GOAL** : Jun 2025 (the Project / internship)?

SMART GOAL : (Company, Stipend, location , key points of internship):

3. **GOAL** : DEC 2025 (the Project / internship)?

SMART GOAL : (Company, Stipend, location , key points of internship):

PRESENTATION

	EMERGING DEVELOPING MASTERY		
	(0-25%)	(25%-75%)	(75%-100%)
RELEVANCE/KNOWLEDGE OF CONTENT			
ORIGINALITY OF CONTENT			
TIME TAKEN			
COMMUNICATION SKILLS			
BODY LANGUAGE			

E- MYSWOT Analysis

Strengths Weaknesses

Opportunities Threats

STUDENTS

	EMERGING	DEVELOPING	MASTERY
ATTENDANCE	0-75%	75-90%	90-100%
REGULARITY IN SUBMISSION	10-0 DAYS	3-10 DAYS	1-3 DAYS
COMMUNICATION SKILLS	0-2 MINS	2-10 MINS	10 AND ABOVE
MAINTENANCE OF WORK RECORDS	REGULARITY		
RESULTS OF ASSESSMENT	SCORES		

(F) My Abilities (1-9 scale): Reference(online mock / Internal aptitude test)

(* compulsory)

1. Number aptitude (*)
2. Verbal comprehension (*)
3. Perceptual speed
4. Reasoning (*)
5. Spatial visualization
6. Computational
7. My Skills (1-9 scale): Reference (grades of certification)

Sn. No Skill Certification Name(grade) /Project

My Personality traits (Reference 16 PF/ MBTI)

Sn. No Trait One incidence (of any 4 you wish to highlight during the interview)

- 1
- 2

3
4
5
6

My Personality – Job Fit (Use online test)

My Values

(Reference Rokeach survey)

My Terminal value is the one you would like to live with the most :

My Instrumental values (Top 5) are (Highlight core value – 1 highest ,2 next and so on)

- 1.
- 2.
- 3.
- 4.
- 5.

(G) Detailed plan for achieving my SMART GOAL

(H) CV as it will look for final placement

(kindly attach two CVs of employees working in a similar Profile/ having a similar background as that of yours)

(I) CV as it will look for Summer internship

(kindly attach two CVs of interns working in a similar Profile)

BODY LANGUAGE

	EMERGING	DEVELOPING	MASTERY
	(0-25%)	(25%-75%)	(75%-100%)

SPOKEN SKILLS (50)

- FLUENCY
- PRONUNCIATION
- VOCABLUARY
- VOICE MODULATION
- CONTENT

RESUME WRITING (40)

- CONTENT
- PRESENTATION
- APPROACH

- **OBJECTIVE**

BOOK REVIEW (30)

- **CONTENT**
- **ORIGINALITY**
- **PRESENTATION**

GROUP DISCUSSION (40)

- **INVOLVEMENT**
- **ACTIVE LISTENING**
- **CONTENT/ KNOWLEDGE**
- **TIME MANAGEMENT**

BODY LANGUAGE (20)

- **POSTURE**
- **HAND GESTURES**

PRESENTATION (60)

- **CONTENT**
- **ORIGINALITY**
- **PPT VISIBILITY, CLARITY & ORGANIZATION**
- **REFERENCES**
- **TIME LIMIT**
- **CONFIDENCE IN ANSWERING QUESTIONS**