Skills Assessment for _____   Date: _____

Your feedback will help your mentee identify his/her strengths and weaknesses, an important step toward creating an Individual Development Plan.

Please provide numerical feedback, on a scale of 1-5, where:
   1 = highly deficient
   5 = highly proficient

This is a subjective self-assessment of your mentee's skills.   As you rate each of these skills and knowledge areas, it will be most helpful if you *use the full range of scores (1-5)*.   Rating just a few items as a "1" will help distinguish the skills that need the most improvement, and rating just a few items as a "5" will help discern the skills that he/she is best at.

Scientific Knowledge

Broad based knowledge of science	1	2	3	4	5
Deep knowledge of mentee's specific research area: _____	1	2	3	4	5
Critical evaluation of scientific literature	1	2	3	4	5

Research Skills

Technical skills related to mentee's specific research area _____	1	2	3	4	5
Experimental design	1	2	3	4	5
Statistical analysis	1	2	3	4	5
Interpretation of data	1	2	3	4	5
Creativity/innovative thinking	1	2	3	4	5
Navigating the peer review process	1	2	3	4	5

Communication

Basic writing and editing	1	2	3	4	5
Writing scientific publications	1	2	3	4	5
Writing grant proposals	1	2	3	4	5
Writing for nonscientists	1	2	3	4	5
Speaking clearly and effectively	1	2	3	4	5
Presenting research to scientists	1	2	3	4	5
Presenting to nonscientists	1	2	3	4	5
Teaching in a classroom setting	1	2	3	4	5
Training and mentoring individuals	1	2	3	4	5
Seeking advice from advisors and mentors	1	2	3	4	5
Negotiating difficult conversations	1	2	3	4	5

Professionalism

Demonstrating workplace etiquette	1	2	3	4	5
Complying with rules and regulations	1	2	3	4	5
Upholding commitments and meeting deadlines	1	2	3	4	5
Maintaining positive relationships with colleagues	1	2	3	4	5
Contributing to discipline (e.g. member of professional society)	1	2	3	4	5
Contributing to institution (e.g. participate on committees)	1	2	3	4	5

Management and Leadership Skills

Providing instruction and guidance	1	2	3	4	5
Providing constructive feedback	1	2	3	4	5
Dealing with conflict	1	2	3	4	5
Planning and organizing projects	1	2	3	4	5
Time management	1	2	3	4	5
Developing/managing budgets	1	2	3	4	5
Managing data and resources	1	2	3	4	5
Delegating responsibilities	1	2	3	4	5
Leading and motivating others	1	2	3	4	5
Creating vision and goals	1	2	3	4	5
Serving as a role model	1	2	3	4	5

Responsible Conduct of Research

Careful recordkeeping practices	1	2	3	4	5
Understanding of data ownership/sharing issues	1	2	3	4	5
Demonstrating responsible authorship and publication practices	1	2	3	4	5
Demonstrating responsible conduct in human research	1	2	3	4	5
Demonstrating responsible conduct in animal research	1	2	3	4	5
Can identify and address research misconduct	1	2	3	4	5
Can identify and manage conflict of interest	1	2	3	4	5

Career Advancement

How to maintain a professional network	1	2	3	4	5
How to identify career options	1	2	3	4	5
How to prepare application materials	1	2	3	4	5
How to interview	1	2	3	4	5
How to negotiate	1	2	3	4	5