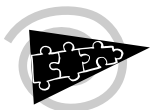




Student Self Assessment Using SCANS



Process Phase

20 Minutes

Objective: Based on the SCANS information, students examine their strengths and weaknesses to see how they meet employer expectations.

Instructor Reference Material: See the resource section at the end of this unit (pages 117 through 124) for pages from the original SCANS report defining the skills and competencies in more detail. The “Fundamental Skills” and “Workplace Competencies” are listed in table format and can be made into overheads. For further information, visit wdr.doleta.gov/SCANS/ on the Internet.

Instructor: On an **individual** basis, ask students to complete the following two rubrics, which will allow them to self-assess their skills and abilities based on the SCANS data (copies are presented after the Visuals section at the end of this unit, pages 113 through 115). Students evaluate each skill/ability and check their current status on a continuum between “not yet” and “expert.”

Fundamental Skills

Skill/Ability	Not yet	Novice	Advanced	Expert
Basic Skills				
Reading				
Writing				
Mathematics				
Listening				
Speaking				
Thinking Skills				
Creative Thinking				
Decision Making				
Problem Solving				
Seeing Things in the Mind's Eye				
Knowing How to Learn				
Reasoning				
Personal Qualities				
Responsibility				
Self-Esteem				
Sociability				
Self-Management				
Integrity/Honesty				





Workplace Competencies

Skill/Ability	Not yet	Novice	Advanced	Expert
Resources: Identifies, organizes, plans, and allocates resources				
Time				
Money				
Material and Facilities				
Human Resources				
Interpersonal: Works with others				
Participates as a Member of a Team				
Teaches Others New Skills				
Serves Clients/Customers				
Exercises Leadership				
Negotiates				
Works with Diversity				
Information: Acquires and uses information				
Acquires and Evaluates Information				
Organizes and Maintains Information				
Interprets and Communicates Information				
Uses Computers to Process Information				
Systems: Understands complex inter-relationships				
Understands Systems				
Monitors and Corrects Performance				
Improves or Designs Systems				
Technology: Works with a variety of technologies				
Selects Technology				
Applies Technology to Task				
Maintains and Troubleshoots Equipment				

Students: Individually complete two self-assessment exercises based on the SCANS data.

Instructor: After students have completed their self-assessments, lead a class discussion with the following questions:

- ⌘ What insights did you gain about your own skills and abilities?
- ⌘ What can you do to move your “not yet’s” and “novices” toward becoming “advanced’s” and “experts”?
- ⌘ Is it beneficial to be at the “advanced” or “expert” level in all categories? Why or why not?

