

## Pre and Post Assessments

### Why? When? How?

- Pre and post assessments should be completed to track student growth within the position
- Pre assessments should be conducted after initial introduction to the office and responsibilities
- Post assessments should be conducted at the end of each academic year and/or the end of employment, whichever is first
- Pre and post assessments should ask the same questions and be completed individually by the student with a follow up from their direct supervisor

### Sample Assessment:

On a scale of 1-10, one being “I don’t know how to do this”, and ten being “I am 100% confident in this task, and could mentor future employees”, how would you rate your performance of the following duties?

#### ▪ Duty 1

Why did you give yourself this rating? \_\_\_\_\_

What do you need from me to improve your skills in this area? \_\_\_\_\_

#### ▪ Duty 2

Why did you give yourself this rating? \_\_\_\_\_

What do you need from me to improve your skills in this area? \_\_\_\_\_

#### ▪ Duty 3

Why did you give yourself this rating? \_\_\_\_\_

What do you need from me to improve your skills in this area? \_\_\_\_\_

#### ▪ Duty 4

Why did you give yourself this rating? \_\_\_\_\_

What do you need from me to improve your skills in this area? \_\_\_\_\_

What skills from this job do you think you could include on your resume? How are they transferable to your future career goals? \_\_\_\_\_