

Assessment Tool for International Professional Extension Work

1. Consider your position description, accomplishments, skills training, work experiences, volunteer experiences, and personal hobbies and skills. (Be expansive and inclusive)

2. List your skills by category:

A. Technical Strengths and Expertise:

(Ex: forages, human nutrition, accounting, horticulture, strategic planning, housing, including any certifications)

B. Program and Project Development Skills:

(Ex: needs assessment, survey, program development, project writing, grant writing, project analysis, program implementation, evaluation, trip and report summaries) Think of projects/programs, ex: developing children’s museum, farmers market.

C. Training and Education Skills:

(Ex: adult education, curriculum development, training manuals, specific facilitation skills, volunteer training)

D. Cross Cultural Skills & Experiences:

(Ex: work with diverse audiences, domestic & international travel/work/volunteer, hosting of international groups, language skills)

E. Personal Interests for International Work:

(Ex: adaptability, flexibility, interest, time flexibility)

F. List personal goals and interests with international work:

3. Complete the Assessment Tool based on the position (below).

Skills and Experiences	None 1	Minimum skills 2	Some related skills 3	Strong skills 4	Expert & match 5
A. Technical Skills					
1.					
2.					
3.					
4.					
5.					
6.					
B. Program & Project Development Skills					
1.					
2.					
3.					
4.					
5.					
6.					
C. Training & Education Skills					
1.					
2.					
3.					
4.					
5.					
6.					
D. Cross Cultural Skills & Experiences					
1.					
2.					
3.					
4.					
5.					
6.					
D. Personal Interests					
1.					
2.					
3.					
4.					
5.					
6.					

4. Prepare resume or CV with an international perspective.

Comments:

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