

Intern Projects Worksheet

This worksheet is a natural extension of your Internship Planning Worksheet and the precursor to your Intern Learning Plan. The following self-evaluation exercise is designed to help you clarify your strengths, weaknesses, interests and dislikes on which you can base the kinds of work projects you want and/or need to foster your career skills development. Below is a list of various business skills. Please rate your current abilities based on the following scale:

- | | | | |
|------------|-----------------------------------|-------------|---------------------------------------|
| 1-2 | I am truly terrible at this | 7-8 | I am very good at this |
| 3-4 | I am somewhat weak at this | 9-10 | I am very confident and excel at this |
| 5-6 | I am somewhat good, but not great | | |

Work Management Skills

- Organizational skills
- Time management
- Self-motivation to complete tasks / initiative
- Listening skills
- Ability to follow directions / complete tasks
- Resolving conflict / verbal communication
- Receptiveness to feedback
- Flexibility / adaptability

Professional Skills

- Research / resourcefulness
- Creative thinking / problem solving
- Writing / editing
- Telephone
- Event planning
- Interpersonal communication
- Computer skills
- Formatting skills

Rate Your Interest / Comfort Level for Doing Each of the Following Skills:

SKILL	DESCRIPTION	RATING					N/A
		1	2	3	4	5	
Project Management	Organization; time; prioritization	1	2	3	4	5	N/A
Research	Finding and retrieving information	1	2	3	4	5	N/A
Telephone	Courteous; comfortable; effective	1	2	3	4	5	N/A
Written Communication	Clear; clean; effective	1	2	3	4	5	N/A
Interpersonal	Comfort/ability to establish rapport	1	2	3	4	5	N/A
Presentation	Group settings; meetings	1	2	3	4	5	N/A
Decision-making	Analytical thinking; positive result	1	2	3	4	5	N/A
Problem-solving	Conflict resolution; recovery	1	2	3	4	5	N/A
Leadership	Confidence; self-direction	1	2	3	4	5	N/A
Technical / Computer	Skills relevant to career field	1	2	3	4	5	N/A
Internet / Email	Improve usage; style; approach	1	2	3	4	5	N/A
General Business	Experience; understanding	1	2	3	4	5	N/A
Job / Industry Specific	Insight relevant to career field	1	2	3	4	5	N/A
Office / Organizational	Processes; functionality	1	2	3	4	5	N/A

