

Name:

Points Lost: (0-20) _____

KHS EXERCISE #1: Determine Your Know How Score (KHS) at the Beginning of the Course

The 38 skills listed below are based on the book *10 Things Employers Want You to Learn in College*. For those of you who do not have a copy, some introductory material is provided following the exercises. By completing the exercises, you will recognize your strengths and weaknesses at this point in time and start to think about how to improve those skills during the next few years. At the end of the course, you will complete a similar form that reassesses your KHS to see the impact that PAF 101 has made in getting you ready to have a wonderful career.

You can lose up to 20 points off your Module 1 paper score.

Total Points Lost - _____ (Maximum: 20 points)

PART A: For each of the 38 skills listed before, rate your current level from 0 (very poor) to 5 (excellent) and briefly explain why. (10 points)

Points Lost - ____ (10)

ASSESSING YOUR SKILL DEVELOPMENT

For each of the skills listed below rate your current level based on scale described below. Under the question write your plan for improving your skills.

0 = I have no idea what this skill is – none

1 = Little skill, not even sure I understand the item

2 = Understand the meaning of the item and have some idea of how I might do it

3 = Have some experience and competence in exercising the skill

4 = Have exercised the skills in a competent way on several occasions

5 = Feel confident that I can exercise the skills on topics where I have the necessary knowledge

SKILLS

Work Ethic

Rating 1-5

1. Kick Yourself in the Butt _____

Evidence:

2. Be Honest _____
Evidence:

3. Manage Your Time _____
Evidence:

4. Manage Your Money _____
Evidence:

Physical Skills

5. Stay Well _____
Evidence:

6. Look Good _____
Evidence:

7. Type 35 WPM Error Free _____
Evidence:

8. Take Legible Notes _____
Evidence:

Verbal Communication

9. Converse One-on-One _____
Evidence:

10. Present to Groups _____
Evidence:

11. Use Visual Displays _____
Evidence:

Written Communication

12. Write Well _____
Evidence:

13. Edit and Proof _____
Evidence:

14. Use Word-Processing Tools _____
Evidence:

15. Send Information Electronically _____
Evidence:

Working Directly With People

16. Build Good Relationships _____
Evidence:

17. Work in Teams _____
Evidence:

18. Teach Others _____
Evidence:

Influencing People

19. Manage Efficiently _____

Evidence:

20. Sell Successfully _____
Evidence:

21. Politick Wisely _____
Evidence:

22. Lead Effectively _____
Evidence:

Gathering Information

23. Use Library Holdings _____
Evidence:

24. Use Commercial Databases _____
Evidence:

25. Search the Web _____
Evidence:

26. Conduct Interviews _____
Evidence:

27. Use Surveys _____
Evidence:

28. Keep and Use Records _____
Evidence:

Quantitative Tools

29. Use Numbers _____
Evidence:

30. Use Graphs and Tables _____
Evidence:

31. Use Spreadsheet Programs _____
Evidence:

Asking and Answering the Right Questions

32. Detect BS _____
Evidence:

33. Pay Attention to Detail _____
Evidence:

34. Apply Knowledge _____
Evidence:

35. Evaluate Actions and Policies _____
Evidence:

Problem Solving

36. Identify Problems _____
Evidence:

37. Develop Solutions _____
Evidence:

38. Launch Solutions

Evidence: _____

- *Deduct 10 points if the student does not include his or her name on the assignment*
- *Deduct 5 points per day if the assignment is handed in late*
- *Deduct 1 point for every rating that is omitted or left blank*
- *Deduct 3 points if a rating other than 0 – 5 is used.*
- *Deduct 1 point for every blank evidence field*

B. Show your calculations here. Add your ratings for all 38 skills and divide by 38 then multiply by 2. (Points Lost 5)

Part B Points Lost: - _____

Place Score Here: Total ____ divided by 38 ____ multiply by 2 = ____

- *Deduct 5 points if the formula or calculation is wrong in any way*
- *Deduct 2 points if the KHS is ridiculous or obviously lacking attention (all scores are 4s)*

C. Choose three of the 38 skills listed above that you will develop while in college. Each activity should be specific: a specific job, internship, student activity or community service during the school year or during the summer you plan to undertake by the time you finish college. Briefly explain how that activity will help you develop the skills. (5 points)

Write 3 skills and what activity will help you improve each below:

1.

2.

3.

- *Deduct 3 points for every skill given that does not appear in the list of 38 skills*

- *Deduct 3 points if the student does not include an explanation of how an activity will improve the given skill*
- *Deduct 3 points for every field left blank*