

## ABA Mentorship Program - Mentee Personal Assessment

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Mail Code \_\_\_\_\_ Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Using the rating scale below, please assess the areas listed as they relate to your current skill

Rating Scale	Current Skill Level/Experience	Relevance to Current Position
1	No previous experience	No relevance to current position
2	Limited experience, need additional training	Less than average relevance, not significantly important to current position
3	Average experience/skill level	Average relevance to current position
4	Higher than average experience/skill level	Higher than average relevance to current position
5	Significant experience/highly proficient	Extremely important to current position

Level/Experience and relevance to your current position. These answers will assist the Mentorship committee in making a suitable match of mentor to mentee.

**Management/Leadership** (strategic planning, business processes, etc.)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Staff Supervision** (training & development, performance management, etc.)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**UC/UCSD Policies, Procedures & Systems** (Blink, EDB/PPS, IFIS, ISIS, LinkFamily, etc.)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Fiscal Management** (budget administration, purchasing, auditing, internal controls)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Extramural Fund Administration** (pre- and post award administration, gifts, etc.)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Staff Human Resources** (recruitment, compensation, classification, labor relations, etc.)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Academic Personnel** (recruitment, appointment, review, leaves, etc.)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Student Affairs** (outreach/recruitment, admissions, advising, course scheduling, etc.)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Information Technology/Assets** (Web development, database management, computer/data security)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Facilities & Space Management** (construction, renovations, space planning)

Current Skill Level/Experience: 1 2 3 4 5

Relevance to Position: 1 2 3 4 5

**Additional Questions:**

1. What benefits do you hope to receive from this mentorship?

2. What are your expectations of your mentor? What will you bring to the process?

3. Additional Comments:

Signature:

Date:

Please return this form along with a recent copy of your resume to: **ABA Human Resource/Professional Development Committee, c/o Linda Thai Schlossman, MC: 0001** or email to [lthai@ucsd.edu](mailto:lthai@ucsd.edu).