

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

| 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 |

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 attach a recent version of your resume (if available) to this form and return both to: **ABA Professional Development Committee, c/o Earline Ventura, University Center 104, MC: 0001** or electronically to ejventura@ucsd.edu