

Readiness Checks

Communication Readiness Check

Think about one or two recent situations where you used communication to complete an important school or work related task. For each set of statements, select the statement that best describes your behaviour when you gathered and communicated information.

Gathering Information

1. When I needed information, I found it efficiently and from reliable sources.
 2. I found relevant information, but I wasn't sure if my sources were reliable.
 3. I didn't know where to find good information.
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1. I asked questions when needed to obtain appropriate information.
 2. I hesitated to ask questions because I felt I should find the information myself.
 3. I couldn't think of questions to ask.
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1. Before I communicated, I thought about what information the person needed to know, and how best to convey it.
 2. Before I communicated, I thought about what information I needed to convey, but was unsure how to best convey it to the person I was communicating with.
 3. I didn't plan any of the information I needed to convey before communicating it.

Communicating Information

1. I explained facts, situations, and ideas clearly and concisely.
 2. I explained facts, situations, and ideas clearly, but I was not always to the point.
 3. As I explained facts, situations, and ideas, I felt confused and got lost in the details of the explanation.
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1. I expressed my opinion using evidence or examples to support my point.
 2. I stated my opinion without supporting evidence or examples.
 3. I did not provide my opinion even when it was relevant to do so.
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1. I planned and / or practiced a presentation until I could speak comfortably and fluently.
 2. I planned and / or practiced a presentation until I could speak comfortably, but with the constant support of my notes.
 3. I read my notes closely.

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 - (n.d.) How good are your communication skills? Speaking, listening, writing and reading effectively. Mindtools. Retrieved November 25, 2015 from <https://www.mindtools.com/pages/article/newCS_99.htm>
 - Human Resources and Skills Development Canada (n.d.). Oral communication self assessment. Public Works and Government Services Canada. Retrieved November 25, 2015 from <http://www.esdc.gc.ca/eng/jobs/les/docs/tools/oc_self_assessment.pdf>

Teamwork Readiness Check

Think about one or two recent situations where you worked with others to complete an important school or work related task. For each set of statements, select the statement that best describes your behaviour when you worked with others.

Contributing to the Team's Work

1. I did more or higher-quality work than my teammates expected.
 2. I completed a fair share of the team's work with acceptable quality.
 3. I did not do a fair share of the team's work. I delivered sloppy or incomplete work.
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1. I completed my tasks on or ahead of time and came to all meetings prepared.
 2. I completed my tasks on time and came to all meetings, but was not always prepared.
 3. I missed deadlines and was late, unprepared, or absent for team meetings.
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1. I helped teammates who were having difficulty completing their work.
 2. I helped teammates who were having difficulty completing their work when it was easy for me or important in order to complete the task.
 3. I did not assist my teammates and quit when work got difficult.

Interacting with Teammates

1. I asked for and showed interest in teammates' ideas and contributions.
 2. I listened to teammates and respected their contributions.
 3. I interrupted, ignored, bossed, or made fun of teammates.
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1. I made sure teammates stayed informed and understood each other.
 2. I communicated clearly and shared information with teammates.
 3. I took actions that affected teammates without their input and did not share information.
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1. I asked teammates for feedback and used their suggestions to improve.
 2. I respected and responded to feedback from teammates.
 3. I was defensive and didn't accept help / advice from teammates.

- Ohland, M. W., Loughry, M. L., Woehr, D. J., Finelli, C. J., Bullard, L. G., Felder, R. M., Layton, R. A., Pomeranz, H. R., & Schmucker, D. G. (2012). [The comprehensive assessment of team member effectiveness: Development of a behaviorally anchored rating scale for self and peer evaluation](#). *Academy of Management Learning & Education*, 11 (4), 609-630.

Problem Solving Readiness Check

Think about one or two recent situations where you stumbled upon a problem as you were working an important school or work-related task. It could be a conflict with a group member, issue with time management, break in communication, a misunderstanding of what you were expected to do, etc. For each set of statements, choose the statement that best describes your behaviour when you were faced with these problems.

Defining the Problem

1. I was able to anticipate the problem.
 2. I was able to identify the problem but did not anticipate it.
 3. I did not see the problem coming.
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1. I gathered all necessary information before solving the problem.
 2. I gathered the basic facts about the problem before solving it.
 3. I missed important facts about the problem.
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1. I sought the opinion of others and took note of them.
 2. I listened to the opinion of others when they volunteered input.
 3. I didn't take into account the opinion of others.

Solving the Problem

1. I was prepared to compromise to solve the problem.
 2. I compromised to solve the problem because I felt obligated.
 3. I didn't compromise to solve the problem.
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1. I thought of different ways to solve the problem.
 2. The solution I thought of was not very specific to the context.
 3. I jumped to the first solution I could come up with.
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1. I implemented a solution that addressed most, if not all, of the contributing factors.
 2. My solution was a quick fix that failed to address important contributing factors.
 3. I ignored the problem for as long as I could and / or gave up trying to fix it.

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 - (n.d.). How good is your problem solving? Mindtools. Retrieved November 25, 2015 from <https://www.mindtools.com/pages/article/newTMC_72.htm>
 - Canterbury Christ Church University. Problem solving skills: Basic. Retrieved November 25, 2015 from <<http://www.canterbury.ac.uk/graduate-skills/preview/audits/problem-solving/index.html>>
 - The Online Resource Bank (n.d.). Problem solving skills self assessment. Retrieved November 25, 2015 from <<http://www.theorb.org.uk/resources/159-10-4-2012-08-23%2015:23:06>>

Civic Engagement Readiness Check

Think about your civic engagement in the last year or so. For each set of statements, choose the statement that best describes your level of engagement with a community.

Committing to Action

1. I committed to public action as evidenced through my active engagement with a community.
 2. I identified reasons for committing to public action but I did not get involved.
 3. Nothing prompted me to get involved with a community.
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1. My actions prompted me to do even more.
 2. I completed some civic actions and stopped there.
 3. I did not get involved with a community.
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1. I took specific actions to raise awareness about the community issue I was involved in.
 2. I casually talked to others about the community issue I was involved in.
 3. I did not get involved with a community.

Developing Understanding and Relationships

1. I adjusted my attitude and beliefs as a result of working within a community.
 2. I was aware of my different attitude and beliefs as a result of working within a community, but wasn't sure what to do about it.
 3. I tried to convince others to adopt my attitude and beliefs
OR I did not get involved with a community.
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1. I could connect my civic actions with broader social issues.
 2. I was not sure how my civic actions would benefit the community in the long run.
 3. I did not get involved with a community.
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1. I worked on developing relationships with community members.
 2. I did my part, but did not do anything in particular to develop relationships with community members.
 3. I did not get involved with a community.

Readiness Checks Results

For each of the above Readiness Checks, if the majority of your selections were:

- 1s, then you're doing great! Keep up the good work in those areas!
- 2s, then you're doing good, but there is still room for improvement in those areas.
- 3s, then you've found a problem area. Give more attention to improve those areas.

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