



## INTERN'S COMPETENCY CHECKLIST

Student Intern

Student ID No

	PRCACM1	PRCACM2	PRCACM3
Name of Company			
Department Assigned			
Name of Supervisor			
Position of Supervisor			
Date of Assessment			

On the following pages are listings of Competency Indicators that we would like our ACM interns to possess. At the columns to the right of each competency are weights reflecting the degree to which you were able to demonstrate the particular competencies during each of your internships. Please indicate which most closely corresponds to how you have demonstrated the stated competency behavior. Circle 0 if there was no opportunity to demonstrate the competency indicator. Retain a copy of this file for future reference.

0                      1                      2                      3                      4                      5  
Never            Almost Never    Rarely            Occasionally    Frequently       Almost Always

COMPETENCIES		1st	2nd	3rd
AREA 1: Thinking Critically and Creatively				
1.1	Observe or study a problem, identify its elements, and observe their linkages in order to come to a basic understanding.	0	0	0
1.2	Reflect upon underlying assumptions and beliefs about the nature of business, role of management, practices, and procedures to gain better understanding	0	0	0
1.3	Frame the problem and approach its solution using theories and the experience of others	0	0	0
1.4	Make inference about problems by getting insights and understanding based on self and group learning	0	0	0
1.5	Make suggestions to modify existing systems and to improve products and services and develop new or alternative systems, using "out-of-the-box" thinking that transcend constraints	0	0	0
1.6	Propose coordinated actions for the application of a solution	0	0	0
1.7	Anticipate potential problems that may arise from new solutions	0	0	0
1.8	Continuously utilize different thinking modes	0	0	0



AREA 2: Communicating Effectively for Team/Organizational Improvement				
2.1	Speak in a respectful manner considering the dignity of the other	0	0	0
	Express personal and professional needs based on one's rights	0	0	0
2.2	Receive, attend to, interpret, and respond to verbal messages and other cues	0	0	0
2.3	Encourage others to express differing opinion	0	0	0
2.4	Clarify and act on communication	0	0	0
2.5	Initiate dialogue for change. Propose improvements in existing procedures and policies of the team/organization and follow through within one's sphere of influence.	0	0	0
2.6	Prepare written communication that is grammatically correct, concise and logically written	0	0	0
2.7	Prepare and present graphic materials that communicate ideas clearly	0	0	0
2.8	Know and utilize correctly the appropriate medium in communication	0	0	0
AREA 3: Learning to challenge and improve oneself as a reflective and spiritual lifelong learner				
3.1	Believe in one's self worth and maintain positive view of oneself as a responsible member of society, with deep love for country	0	0	0
3.2	Assess self accurately, set personal goals, monitor progress and exhibit self control in relation to one's higher purpose and goal in life	0	0	0
3.3	Seek to enhance professional effectiveness by improving skills and acquiring new knowledge for nation building	0	0	0
3.4	Use efficient learning techniques to acquire and apply new knowledge and skills	0	0	0
3.5	Familiarize oneself with, and adhere to, relevant organizational arrangements, policies, procedures, and functions	0	0	0
3.6	Accept constructive criticism and continuously strive to improve performance	0	0	0
AREA 4: Maintaining Service Excellence Standards in an Ethical and Socially Responsible Manner				
4.1	Report to work regularly and on time	0	0	0
4.2	Use office time for productive purposes on a consistent basis	0	0	0
4.3	Follow through commitments	0	0	0
4.4	Exercise prudence in personal behavior and statements, and avoid exposing any person in the workplace to ridicule	0	0	0
4.5	Deal with stakeholders in a fair, considerate, honest, trustworthy and cooperative manner	0	0	0
4.6	Establish a personal code of ethics that is consistent with the Code of Ethics by the Bishop's Businessmen's Conference for Human Development	0	0	0
4.7	Improve continually, work processes and exceed standards	0	0	0
4.8	Maintain confidentiality of work-related projects and personnel	0	0	0



4.9	Support and promote the corporate image and purpose	0	0	0
4.10	Be aware of, and comply with, personal and group health and safety practices and procedures	0	0	0
AREA 5: Achieving Technical Proficiency				
5.1	Use science, technology, and mathematics as ways to think, gain, share knowledge, solve problems, and make decisions	0	0	0
5.2	Specify goals and constraints, generate alternatives, consider risks, and evaluate options	0	0	0
5.3	Develop project schedules, implement, and make changes as appropriate	0	0	0
5.4	Organize, process, and maintain written or computerized records and other forms of information in a systematic fashion	0	0	0
5.5	Demonstrate technological literacy	0	0	0
5.5	Judge which set of procedures, tools, or machines, will produce the desired results	0	0	0
5.6	Utilize office equipment with ease and care	0	0	0
5.7	Judge overall intent and proper procedures for setting up, maintaining, and troubleshooting machine, including computers and their programming systems	0	0	0
5.7	Utilize advance features in the preparation of word documents	0	0	0
5.8	Utilize advanced excel features and manipulate data in spreadsheets using pivot tables	0	0	0
5.9	Prepare professional graphic presentations	0	0	0
AREA 6: Working Effectively in Teams				
6.1	Accomplish tasks on a timely basis	0	0	0
6.2	Understand and work within the dynamics of a group	0	0	0
6.3	Anticipate and adjust to change	0	0	0
6.4	Contribute positively to group effort to attain common objectives	0	0	0
6.5	Work towards an agreement that may involve exchanging specific resources or resolving divergent interests	0	0	0
6.6	Work effectively with people with a variety of ethnic, social or educational backgrounds by ensuring that the skills of each are tapped to complement each other.	0	0	0
6.7	Teach others new skills and techniques	0	0	0

On the following pages, please provide explicit examples of how you demonstrated competency in each major area. You must describe all items where you gave yourself a score of at least “4”.



<b>PRCACM1 Competency</b>	<b>Work Highlight</b>
Thinking creatively and critically	
Communicating effectively	
Learning to challenge and improve oneself	
Maintaining service excellence in an ethical and socially responsible manner	
Achieving technical proficiency	
Working effectively in teams	



PRCACM2 Competency	Work Highlight
Thinking creatively and critically	
Communicating effectively	
Learning to challenge and improve oneself	
Maintaining service excellence in an ethical and socially responsible manner	
Achieving technical proficiency	
Working effectively in teams	



PRCACM3 Competency	Work Highlight
Thinking creatively and critically	
Communicating effectively	
Learning to challenge and improve oneself	
Maintaining service excellence in an ethical and socially responsible manner	
Achieving technical proficiency	
Working effectively in teams	