

## Becoming Career Smart: How to Sell Yourself: Skills Audit Assessment Template

### Instructions

- ⦿ Please provide a brief description of evidence for each professional skill, you feel you have evidence of. This includes context and date, and tick the professional skill category.
- ⦿ Please indicate the expertise level (see legend below) from the pull down box to indicate how much professional experience you have in this skill.
- ⦿ A single evidence file may cover multiple professional skills.
- ⦿ As this assessment task is formative, you will not need to submit it to the educator. However would be required if you decide to proceed past the open 2 weeks.  
\*\*\* Professional capabilities are required to be at Advanced level for the Master of Professional Practice course.

Evidence Listing		Skill Level	Deakin Professional Skills Credentials									
#	Evidence Details	Indicates level of expertise	Communication	Digital Literacy	Critical Thinking	Problem Solving	Self-management	Teamwork	Global Citizenship	Professional Ethics	Emotional Judgement	Innovation
	<i>Provide a short description of your evidence with an estimated date.</i>	<i>Choose your expertise level from the pull down box</i>										
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Level of Expertise	
1	Entry (Novice)
2	Developing
3	Intermediate
4	Proficient
5	Advanced (Expert)