

Jump Start Micro-Enterprise Credential: Self-Assessment Instructions

(Updated: July 2016)

You will have an opportunity to complete a simulated online Self-Assessment. This Self-Assessment will ask you to rate yourself along the behaviors that you've studied, and then will pose a series of essay questions that ask you to think about your strengths and areas for future development.

You will use an Excel spreadsheet that will look and feel like an online questionnaire. At the end of the questionnaire you will receive a customized Self-Assessment Report that will give you a picture of your individual personality type.

The Self-Assessment has four parts:

- 1) Getting Started Instructions – the first section provides a clear overview of what the Self-Assessment will require you to do. These instructions will show you what each section of the Self-Assessment requires, and how you can enter your information using pull-down menus and text boxes.
- 2) Behavior Self-Assessment – the next several screens will ask you to evaluate yourself along the Self-Assessment behaviors you've been studying. You will be asked if you Strongly Agree or Agree that you exhibit each behavior, or if you Disagree or Strongly Disagree. If you have no strong opinion, you can indicate you are Neutral.
There are no right or wrong answers. The exercise is asking you to think about yourself and express an opinion. The more you think about this – and the more honest your input – the more valuable this exercise will be.
- 3) Essay Questions – after you assess yourself along the behaviors important for small business success, the spreadsheet will ask you four essay questions. Again, these essays are simply asking you to express your opinion about yourself. There are no right or wrong answers. **Note: when you want to create a new paragraph in your spreadsheet essays, you need to press Alt and Enter (or Return) at the same time.**
- 4) Self-Assessment Report – the final page will provide you with a visual report of your individual personality type. It might be interesting for you to discuss this visual report with your classmates, and examine how you are the same or different.

Save your spreadsheet when you're complete and send it to your teacher. Your grade on this assignment will be based on the quality of your essays.

Good luck!