

# Self Assessment

## Objective

To provide individuals with an objective view of their own capability: expertise, competence, motivation and ability to learn. To help individuals create a benchmark against which to measure their own performance, in the absence of a formal job description.

## What is it?

Self-appraisal is assessing your own capabilities and personal characteristics. Occupational Standards and Key/Core Skills provide a framework and language with which to describe them.

## What are the benefits?

- Self appraisal is a vital component of managing one's own professional development. It helps individuals to:
  - plan and manage their careers.
  - improve their job performance.
  - improve their capacity to learn.
  - increase their self confidence and present themselves more effectively.
  - identify and take advantage of job and learning opportunities.
  - obtain support from mentors and managers.
  - manage and provide support to others.

Employees with realistic self appraisal are more likely to:

- be loyal to a supportive environment.
- be committed to improving their own and colleagues' performance.
- develop themselves to their full potential.
- reliably manage their work and careers.

- make use of their training, development and experience as life-long learning.
- provide good role models to others.

## Steps

### 1. **Clarify personal aims**

Focus on your objectives – how much is your self appraisal for: improved work performance, enhanced career development or personal growth? Record your aims.

### 2. **Manage the Appraisal**

Find sources of help. Use the Common Steps to identify relevant Occupational Standards and Key/Core Skills. Gather insights from others inside and outside the organisation according to personal circumstances. Record the results.

### 3. **Review personal experience**

Look at CV, performance appraisal records, portfolios of evidence, and significant events. Assess values, interests, competences, motivation, contacts. Know yourself.

### 4. **Assess your own competences**

Assess yourself against Occupational Standards and Key/Core Skills. Identify strengths, weaknesses, opportunities and threats. Analyse your job. Use diagnostic tools. Identify your priority competences in terms of relative importance of career competence needs and ease of access/opportunities for achieving.

### 5. **Assess what helps and hinders your development**

Identify your learning style and forces for/against personal change.

### 6. **Review self-appraisal process**

Identify the benefits. Record the results and improve the process.