Self-Evaluation

|  |  |
| --- | --- |
| Name | Elias Hurst |
| Date | **30/10/2024** |

# General

## Quality of Work

I complete my work thoroughly and with care, correctly following established policies and procedures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|  |  |  |  |  |

### Comments

Click or tap here to enter text.

## Job Knowledge

I have a full understanding of my role and responsibilities and perform my responsibilities skilfully.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|  |  |  |  |  |

### Comments

Click or tap here to enter text.

## Organisational Skills

I complete my work thoroughly and with care, correctly following established policies and procedures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|  |  |  |  |  |

### Comments

Click or tap here to enter text.

## Leadership Skills

I make good decisions and trust my peers when delegating tasks. My peers work to a higher standard when following my instructions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|  |  |  |  |  |

### Comments

Click or tap here to enter text.

## Teamwork

I actively participate when assigned to a group task. My peers complete the group task more efficiently and to a higher standard when I am assigned to their group task.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|  |  |  |  |  |

### Comments

Click or tap here to enter text.

## Communication Skills

I communicate clearly in both written and verbal communication. I rarely have to clarify and rarely cause confusion.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|  |  |  |  |  |

### Comments

Click or tap here to enter text.

## Conduct

I conduct myself professionally. My language, tone, appearance, hygiene and attitude are exemplary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|  |  |  |  |  |

### Comments

Click or tap here to enter text.

# Strengths & Weaknesses

## Strengths

My strongest attributes, skills or other qualities are:

Click or tap here to enter text.

## Achievements

My most notable achievements are:

## Click or tap here to enter text.

## Weaknesses

The attributes, skills or other qualities that need improvement are:

Click or tap here to enter text.

# Challenges

## My Challenges

What is getting in my way of achieving my success?

### Comments

Click or tap here to enter text.

## Plan to Overcome

How do I plan on overcoming these challenges?

### Comments

Click or tap here to enter text.

Goals

## My Goals

S Specific: Clearly define what you want to achieve.

M Measurable: Clearly define how you will measure progress.

A Achievable: Make sure it is realistic.

R Relevant: Make it relevant to your career objectives.

T Timely: Set a specific limited time frame.

### List Goals Here

Click or tap here to enter text.

## My Plan to Achieve

What steps will you take to achieve these goals? What skills do you need to acquire or improve? What projects would you need to work on? What milestones will you set out? etc.

### Comments

Click or tap here to enter text.

Networking Evidence

Networking requires you to actively engage with industry contacts. Just adding them as contacts on LinkedIn or making closed-comments like “Great game” , “Nice work” do not count as engagement.

# Network #1

## Name of contact

Click or tap here to enter text.

## Date Completed

Click or tap here to enter text.

## Description

Click or tap here to enter text.

## Evidence of completion

A white square with a blue border

Description automatically generated

# Network #2

## Name of contact

Click or tap here to enter text.

## Date Completed

Click or tap here to enter text.

## Description

Click or tap here to enter text.

## Evidence of completion

A white square with a blue border

Description automatically generated

Professional Development

# Activity

## Title

Click or tap here to enter text.

## Date Completed

Click or tap here to enter text.

## Description

Include some description about what you learned, or the benefit the activity had for you.

Click or tap to enter a date.

## Proof of completion

A white square with a blue border

Description automatically generated