



ADC_02 Learning to Learn – S5

Assessment #1: Self-Review [15%]

A self-review is a method of self-evaluation. A self-review provides an opportunity for all employees to self-reflect on their strengths and weaknesses. Employees can gain insight into the work they have done and areas for improvement by critiquing their work.

A primary goal of the self-review is to highlight your accomplishments and recollect milestones in your professional development. A good self-review should highlight specific tasks and projects that showcase your best work.

Develop a Self-Review which includes the following:

1. Soft Skills
2. Hard Skills
3. Transferable Skills (if any)
4. Key Responsibilities
5. Accomplishments
6. Challenges
7. Opportunities (to grow/improve)
8. Short and Long Term goals

Create your template and use an appropriate competency level as an indicator of the self-assessment of your skills.

Grading Rubric:

The following grading rubric is used for the Self-Review:

| Assessment Area | Score (%) |
|-------------------|-----------|
| Content | 6.0 |
| Organization | 4.5 |
| Style | 3.0 |
| Mechanics/Grammar | 1.5 |
| Total | 15 |