Self-Evaluation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | **Date:** |  | |
| **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:** | | | | | | | |
| **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:** | | | | | | | |
| **Organisational Skills:**  I complete my work thoroughly and with care, correctly following established policies and procedures. | | | | | | | |
| Strongly Disagree | | Disagree | Neutral | Agree | | | Strongly Agree |
| **Comments:** | | | | | | | |
| **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:** | | | | | | | |
| **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:** | | | | | | | |
| **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:** | | | | | | | |
| **Conduct:**  I conduct myself professionally. My language, tone, appearance, hygiene and attitude are exemplary. | | | | | | | |
| Strongly Disagree | | Disagree | Neutral | Agree | | | Strongly Agree |
| **Comments:** | | | | | | | |
| **Strengths:**  My strongest attributes, skills or other qualities are: | | | | | | | |
| **Comments:** | | | | | | | |
| **Weaknesses:**  My weakest attributes, skills or other qualities are: | | | | | | | |
| **Comments:** | | | | | | | |
| **Challenges Pt. 1:**  My challenges are: | | | | | | | |
| **Comments:** | | | | | | | |
| **Challenges Pt. 2:**  I plan to overcome these challenges by: | | | | | | | |
| **Comments:** | | | | | | | |
| **Goals Pt. 1:**  My goals are: | | | | | | | |
| **Comments:** | | | | | | | |
| **Goals Pt. 2:**  I plan to achieve these goals by: | | | | | | | |
| **Comments:** | | | | | | | |