# Self Evaluation

## **Analysis of Strengths**

Put a tick against anything which applies to you, or is true of you; two ticks against anything that is particularly true or applicable. Add extra items of your own at the bottom.

### I am…

*How would you describe yourself? I am…..*

* accurate
* adaptable
* adroit
* adventurous
* assertive
* calm
* caring
* charitable
* cheerful
* competitive
* confident
* conscientious
* considerate
* contented
* co-operative
* courageous
* creative
* curious (enquiry)
* determined
* diligent
* diplomatic
* discreet
* energetic
* even tempered
* fair
* flexible
* friendly
* generous
* genuine
* good under pressure
* helpful
* honest
* humorous
* imaginative
* impartial
* independent minded
* full of initiative
* intuitive
* inventive
* loyal
* modest
* orderly
* organised
* original
* outgoing
* painstaking
* patient
* persistent
* philosophical about life
* punctual
* quick thinking

* reflective
* relaxed
* reliable
* resourceful
* responsible
* responsive
* self-disciplined
* self-reliant
* self-sufficient
* sensitive to others
* sincere
* sociable
* sympathetic
* systematic
* tactful
* tenacious
* thorough
* thoughtful
* tidy
* tolerant
* truthful
* understanding
* unselfish
* versatile
* witty

# Self Evaluation

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#### Demonstrated Abilities

It is important to identify the specific skills that make you valuable to an employer. A specific skill is a demonstrated ability that sets you apart from others.

Review the Demonstrated Abilities on the list and tick the things that you do. Select as many as you want. You can refine the list later.

* Anticipate peoples needs
* Motivate and influence others
* Work in difficult situations with tact
* Demonstrate how to use a product
* Provide assistance
* Be highly observant of surroundings
* Solve problems in creative ways
* Diagnose mechanical problems
* Read blueprints
* Direct preparation of operation manuals
* Translate materials to/from foreign languages
* Respond to customer enquiries
* Edit written materials
* Work closely with others on a team
* Make oral presentations to management
* Co-ordinate inter departmental activities
* Interview ande valuate job applicants
* Write and type correspondence
* Perform reception duties
* Communicating information accurately and clearly
* Respond promptly to customer requests
* Maintain data files
* Balance cash accounts
* Supervise installation of equipment
* Sample weigh and measure materials
* Perform mathematical calculations
* Check data for accuracy
* Analyse information to solve problems
* Generate cost saving ideas
* Develop programmes to improve results
* Solve production problems
* Operate computers
* Install communications equipment
* Evaluate employees performance
* Handle hazardous materials
* Operate heavy lifting equipment
* Operate carpentry tools and equipment

#### Performance Qualities

Let’s take a different look at the qualities that make up your personal character. This time think about the qualities that say something about how you perform a job.

Performance qualities tell employers what type of worker you will be and how well you will fit into the organisation. Again select the strongest are most important from the list.

* Have a good understanding of business
* Make efficient use of time
* Concentrate on work despite distractions
* Perform repetitive operations
* Perform physically exhausting work
* Perform well in emergencies
* Show initiative
* Concentrate on getting a job done
* Analyse complex problems
* Put strong emphasis on quality results
* Plan well and use time effectively
* Follow procedures accurately
* Work effectively on a team
* Exhibit leadership ability
* Train people well
* Take good care of equipment and property
* Motivate co-workers and others
* Show loyalty
* Accept changes easily
* Take risks
* Adapt to new conditions
* Communicate clearly
* Rise to new challenges
* Good workmanship
* Maintain self-discipline
* Accept criticism
* Work efficiently under pressure