



## *Self Assessment Questionnaire*

Name - ..... Learning Partnership - .....

### **Introduction.**

Please complete the questionnaire about yourself in relation to your present job. The objective is to help you think about your strengths and weaknesses, and then to use this analysis as a means of taking some self-development action.

When you have finished you will be given the opportunity to discuss your findings with other members of the group, and use them in your Personal Development Plan.

### **Questionnaire.**

Read each item on the questionnaire. Ask yourself: “*How important is this activity to my current job?*”

Alongside each item in the **Importance** column, rate that item as -

- A - Very important to my current job, or**
- B - Of some importance, or**
- C - Of little or no importance.**

In the **Competence** column, using a scale from 1 - 5, give yourself the score that best describes your current level of **skills, knowledge or ability**.

- 1. Outstanding in this area.**
- 2. Significant strength.**
- 3. About average.**
- 4. Area of weakness that needs improvement.**
- 5. Poor, considerable need for improvement.**

# *The Questionnaire.*

How do you rate your -	<b>Importance</b> A - Very important to my current job. B - Of some importance. C - Of little or no importance.	<b>Competence</b> 1. Outstanding in this area. 2. Significant strength. 3. About average. 4. Area of weakness that needs improvement. 5. Poor, considerable need for improvement.
<b>Planning -</b> ➤ Awareness of the management role. ➤ Future orientation. ➤ Planning techniques.		
<b>Organising -</b> ➤ Decision making. ➤ Managing time and delegation. ➤ Recruiting and selecting. ➤ Training and development.		
<b>Directing -</b> ➤ Leadership. ➤ Motivating. ➤ Giving feedback. ➤ Assertiveness.		
<b>Controlling-</b> ➤ Budgeting. ➤ Problem solving. ➤ Appraisal and Discipline.		
<b>Reviewing -</b> ➤ Customer care. ➤ Managing change. ➤ Continuous professional development.		
<b>Communicating -</b> ➤ Overcoming barriers by questioning and listening. ➤ Writing. ➤ Managing meetings.		

**My major strength as a manager is -**

**My major weakness as a manager is -**

**Other specific areas of Self Development I would like to happen are -**