



## SELF DEVELOPMENT ANALYSIS

NAME:

\_\_\_\_\_

DATE:

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Below are listed a number of skills, traits and factors, considered important to job effectiveness. Rate yourself as you think you really are. You may want to have other co-workers rate you as they see you.

### PART A. INDIVIDUAL PERSONALITY CHARACTERISTICS

#### 1. HUMAN RELATIONS SKILL

Overall ability to deal smoothly and effectively with people at all levels

Needs Improvement	Average for company personnel	Unusually skilled
Remarks:		

#### 2. INITIATIVE

Need to excel; having high personal standards of accomplishment

Tends to follow precedent	Has necessary drive - does a good job	Need to excel is unusually high
Remarks:		

#### 3. INSPIRATION TO OTHERS

Is the kind of person that others admire and want to copy

Not likely to inspire others	Average in inspiring others	Very skilled in inspiring others
Remarks:		

#### 4. THOROUGHNESS AND SELF-RELIANCE IN PROBLEM SOLVING

Resourcefulness and personal involvement in the many details of a problem

Tends to overlook important elements	Meets standards on job	Exceptionally thorough
Remarks:		

<b>5. INSIGHT INTO SELF</b>			
Understands weaknesses and strong points and can discuss them with objectivity	Needs self-insight	Average self-understanding	Knows self very well
Remarks:			
<b>6. CONTINUAL SELF-DEVELOPMENT</b>			
Degree to which one continuously works at self-improvement	Tends to rest on laurels	Intermittent application	Practically always is working to develop self
Remarks:			
<b>7. SEEKS NEW RESPONSIBILITIES</b>			
Enjoys the challenge of new and heavy responsibility	Does not want heavy responsibility	Will accept a heavy responsibility when asked	Continually reaches out for new responsibilities
Remarks:			
<b>8. MENTAL CAPACITY</b>			
Reasoning ability, speed in learning new ideas and general understanding	Below average for most people in his/her position	Good-sufficient for present responsibilities	Very high--brighter than most in his/her position
Remarks:			
<b>9. EMOTIONAL MATURITY</b>			
Objectivity, self-control, appropriateness of behavior to all situations	Whines, blames others, lowers group morale	Adequate	Deals successfully with setbacks, solution oriented
Remarks:			
<b>10. ADAPTABILITY TO NEW CONDITIONS</b>			
Ability to adjust readily to new and unforeseen circumstances	Slow to adapt to new conditions	Average in flexibility	Can handle new situations with relative ease
Remarks:			
<b>11. PERSISTENCE</b>			
Ability to continue working toward a goal even though success or rewards appear to be far into the future	Improvement needed	Adequate to job demands	Outstanding
Remarks:			

<b>12. INTEGRITY</b>			
Honest and forthcoming, sound business ethics	Covers up, bends company policies	Generally acceptable business ethics	Uncompromising professional integrity
Remarks:			

## PART B. JOB SKILLS

<b>13. VOLUME OF WORK</b>			
Quantity of acceptable work	Should be increased	Regularly meets standards	Usually high output
Remarks:			

<b>14. QUALITY</b>			
Thoroughness, accuracy, neatness of work	Improvement needed	Regularly meets standards	Consistently meets highest standards
Remarks:			

<b>15. PLANNING, ORGANIZING AND SCHEDULING WORK</b>			
Skill in quickly and efficiently organizing, planning and scheduling work.	Improvement needed	Adequate to job demands	outstanding-very good in planning and coordinating work
Remarks:			

<b>16. FOLLOWING UP ON SUBORDINATES</b>			
(For Managers) Ability to smoothly follow-up on work of subordinates without their feeling overly supervised	Improvement needed--to much faith in subordinates	Adequate	Takes nothing for granted - skilled in keeping informed without being "bossy"
Remarks:			

<b>17. COST CONSCIOUSNESS</b>			
influence of cost and profit considerations in decisions and judgments	Tends to overlook cost factors	Average	Very high
Remarks:			

<b>18. METHODS IMPROVEMENT</b>			
Ability to devise new methods to achieve business objectives	Improvement needed	Adequate to job demands	Very high - can cite many examples of new methods
Remarks:			

**19. COMPANY PERSPECTIVE**

Has attitude and insight into matters affecting both departmental and company welfare

Improvement needed	Sufficient for present assignment	Very broad perspective
Remarks:		

**20. JOB KNOWLEDGE**

Breadth of factual knowledge, technical and nontechnical, related to job

Needs more knowledge	Has required knowledge	Has thorough knowledge of own and related work
Remarks:		

**21. VERBAL SKILLS**

Ability to talk easily and clearly in all situations

Improvement needed	Adequate to job demands	Well above average in verbal skill - enjoys talking
Remarks:		

**22. WRITING SKILLS**

Ability to write with clarity, brevity and reader interest

Improvement needed	Adequate to job demands	Well above average
Remarks:		

**23. OVER-ALL PERFORMANCE**

Considering all the above factors

Barely acceptable performance	Good performance but not outstanding	Outstanding
Remarks:		