



SELF DEVELOPMENT ANALYSIS

NAME:

DATE:

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:		

5. INSIGHT INTO SELF			
Understands weaknesses and strong points and can discuss them with objectivity	Needs self-insight	Average self-understanding	Knows self very well
Remarks:			
6. CONTINUAL SELF-DEVELOPMENT			
Degree to which one continuously works at self-improvement	Tends to rest on laurels	Intermittent application	Practically always is working to develop self
Remarks:			
7. SEEKS NEW RESPONSIBILITIES			
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:			
8. MENTAL CAPACITY			
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:			
9. EMOTIONAL MATURITY			
Objectivity, self-control, appropriateness of behavior to all situations	Whines, blames others, lowers group morale	Adequate	Deals successfully with setbacks, solution oriented
Remarks:			
10. ADAPTABILITY TO NEW CONDITIONS			
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:			
11. PERSISTENCE			
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:			

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

PART B. JOB SKILLS

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

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

15. PLANNING, ORGANIZING AND SCHEDULING WORK			
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:			

16. FOLLOWING UP ON SUBORDINATES			
(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:			

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

18. METHODS IMPROVEMENT			
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:		