

PERFORMANCE EVALUATIONS

SELF ASSESSMENT

Instructions

This is a tool to recognize my strengths and areas for growth by giving performance appraisals. Answer honestly and without self-judgment.

Use the 5-point scale below to answer the questions and choose the rating you agree with most for each question. Calculate your total score.

- 5=Always
- 4=Mostly
- 3=Sometimes
- 2=Rarely
- 1=Never

1. I document and track the progress of my team members' performance throughout the evaluation period, including both exemplary and poor performance.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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2. I collaborate with my team members to set meaningful development plans following performance evaluations.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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3. I am consistent in conducting performance evaluations within the designated timeframes.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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4. I regularly express appreciation for the efforts and contributions of my team members.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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5. I embrace change and view it as a chance for growth and innovation.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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6. I am open to receiving feedback, even if it is critical or challenging.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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7. I set realistic goals and take consistent action to achieve them.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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8. I foster a sense of belonging and inclusion within my team.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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9. I find ways to support and contribute to the well-being of others.

1 Never	2 Rarely	3 Sometimes	4 Mostly	5 Always
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10. I encourage creativity and out-of-the-box thinking within my team.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

11. I am willing to take personal risks in order to foster growth and innovation.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

12. I stay motivated and inspire others to keep pushing forward, even during difficult times.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

13. I encourage open and honest communication among team members.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

14. I recognize and celebrate the achievements and successes of my team.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

15. I inspire others to see opportunities and possibilities in challenging situations.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

16. I embrace uncertainty and view it as an opportunity for learning and growth.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

17. I continuously seek ways to improve and learn from past experiences.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

18. I prioritize building and maintaining a supportive network of colleagues and mentors.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

19. I promote a positive and optimistic work environment.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

20. I maintain a forward-looking growth mindset and encourage a sense of possibility within my team.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

Answer Key

Calculate your total score from the questions above and find the corresponding category.

Score 85-100

You have an eye for detail and comprehensive understanding of your team member's roles. You possess the unique ability to offer constructive feedback while highlighting their strengths. You approach performance evaluations with a genuine desire to help your team grow and succeed. You set clear expectations, establish measurable goals, and regularly communicate progress and areas for improvement. Your evaluation process is fair and transparent, ensuring that all employees feel valued and supported. Your fairness in performance evaluations fosters a culture of continuous learning and development, empowering your team to reach new heights of excellence.

Score 70-84

A truly exceptional leader is one who excels in providing insightful and constructive performance evaluations to their team members. You possess a keen ability to assess individual strengths and areas for improvement, enabling you to guide your team members towards growth and success. To further enhance your performance evaluation skills, here are three valuable tips:

1. **Objective Criteria:** Use objective criteria as the foundation for evaluations. Set clear performance standards and metrics that are measurable and relevant to each team member's role. This ensures fairness and consistency in evaluations, allowing for a more accurate assessment of their performance.
2. **Regular Communication:** Establish open and frequent communication channels with team members. Regularly provide feedback and address performance concerns in a timely manner. Encourage two-way dialogue to understand their perspectives, challenges, and aspirations. This promotes trust, collaboration, and a better understanding of individual strengths and areas for improvement.
3. **Development Opportunities:** Recognize the importance of personal and professional growth for your team members. Identify development opportunities tailored to their needs and aspirations. Offer relevant training, mentorship, or stretch assignments that allow them to expand their skills and knowledge. By investing in their development, you not only improve their performance but also foster a motivated and engaged team.

Score 1 to 69

You understand that effective evaluations not only help employees grow and develop but also contribute to the overall success of the organization and recognize that you need to improve your performance evaluation process. To improve your performance evaluations, you should consider implementing the following tips:

1. **Clear and Specific Goals:** Set clear expectations and goals for each employee, ensuring they understand what is expected of them. This clarity will help both the leader and the employees evaluate performance objectively.
2. **Regular Communication:** Foster open lines of communication with team members throughout the evaluation period. Regular check-ins and feedback sessions allow for ongoing performance discussions, addressing any challenges or concerns promptly.
3. **Balanced Feedback:** Offer balanced feedback that highlights both strengths and areas for improvement. Recognize and acknowledge achievements and contributions while providing constructive feedback to help employees develop their skills and overcome challenges.