

# STAFF SKILL SELF-ASSESSMENT TEMPLATE

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NAME

DEPARTMENT/UNIT

JOB/ROLE

This form is designed to help you to self-assess your skills, in order to determine areas where you might need additional training, and also which areas you could serve as a resource for your coworkers.

Please provide self-assessment for your level of skill for each of the following areas.

SELF-ASSESSMENT AREAS	Strongly Agree	Somewhat Disagree	Do Not Agree	NOTES
<b>Job-Specific Knowledge</b> I possess and apply the expertise, experience and background to accomplish solid results required by my job?				
I complete assigned work effectively and efficiently.				
<b>Job-Specific Skills</b> I demonstrate the aptitude and competence to carry out the responsibilities associated with my job.				
<b>COMPETENCIES</b>				
<b>Adaptability</b> I am flexible and receptive regarding new ideas and approaches.				
I easily adapt to plans, goals, actions, or priorities in response to fluctuating demands of my job.				
<b>Collaboration</b> I effectively build positive relationships. I am willing to learn from others.				

<p><b>Communication</b> I clearly and respectfully convey my thoughts.</p>				
<p>I demonstrate effective listening skills.</p>				
<p><b>Results</b> I identify goals aligned with the organization's strategic direction, and achieve results.</p>				
<p>I persist through significant difficulties to achieve those goals.</p>				
<p><b>Initiative</b> I anticipate needs, engage in problem-solving, and take action without explicit instructions.</p>				
<p>I take initiative to discover new work challenges, and influence events leading to the organization's success.</p>				
<p><b>Development</b> I demonstrate a commitment to the improvement of my knowledge and skills.</p>				
<p><b>Growth</b> I am proactive in identifying areas for self-development, and other areas for growing my skills.</p>				

***Please provide us with any additional thoughts or details related to the self-assessment of your skills.***

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