



# SELF-ASSESSMENT

## WHAT IS A SELF-ASSESSMENT?

An evaluation of how an individual rates him/herself on a specific set of competencies, behaviors, or attitudes.

### A SELF-ASSESSMENT MAY BE ORGANIZED

- » using online or paper surveys.
- » as an in-person interview.
- » at the beginning or end of a project.

### USE IT TO

- » learn what participants need from the knowledge exchange.
- » gauge changes in participant competencies, behaviors, or attitudes after the exchange.

### HOW TO USE IT

- » Prepare a self-assessment plan that includes
  - › the goal of self-assessment.
  - › when to begin the assessment.
  - › how often to assess.
  - › who will complete the assessment.
- » Create self-assessment instrument.
- » Compare results of self-assessments to at least one of the following:
  - › actual performance data
  - › manager assessments
  - › industry standards
- » Draw lessons learned.