

Professional - Job and/or Career Assessment

Similar to the Personal Assessment exercise, reflect upon the past year and place an “X” in the appropriate box in the table to rate yourself in the categories that apply to you, adding categories as necessary. This exercise helps you quickly assess where you are concentrating your efforts and offers a tool for reflecting upon areas in your life that you may want to focus on improving. The “Expectations” are yours and apply to the extent that you are satisfied with yourself in these areas. For a more comprehensive perspective you may want to ask others to complete both the Assessment on your behalf or include ratings from a recent workplace performance evaluation if applicable. The goal is to obtain a well-rounded perspective of your performance.

Category	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Comments
Job Knowledge				
Relationships (Team Player)				
Communication Skills (Includes how effectively you communicate your value)				
Productivity				
Quality				
Attendance				
Policies/Procedures				
Leadership or Management				
Saves/Makes Money				
Confident with a Dose of Humility				
Problem Solver (Creative)				
Other				
Observations:				

Visit <http://tuesdaystrong.com> for additional Career Management tools.