

Personal Assessment Part I

Let's warm up with a few general questions. Using the worksheet below, rate yourself on a scale of 1 to 5. Check off your scores to each question.

Attitude

Rate your desire to please your boss.

	1	What for? He/She is a jerk!
	2	I do my job. He should be pleased with that.
	3	I do what I can to help my boss. I don't know if I'm pleasing my boss.
	4	I do my best to help my boss. I hope he is pleased.
	5	I enjoy doing the legwork for my boss. I learn a lot.

Rate your willingness to help your colleagues.

	1	Why should I help anyone? No one helps me!
	2	If the boss is watching, then sure, I'm willing to help.
	3	I assist my colleagues if I am able to do so and if I have time.
	4	I enjoy helping my colleagues.
	5	I take pride in doing extra work to make everybody else's jobs easier.



Team Work

What is your perspective on working with others?

	1	My teammates are a big hassle. I refuse to work with them.
	2	If it means less work for each person, then it makes sense to work together.
	3	I prefer to work alone, but if I have to, I will force myself to work with them.
	4	It works out if everyone does one's assigned tasks.
	5	The best part of belonging to a team is that each person contributes one's greatest strengths.

How do you contribute to your team?

	1	I am cautious of other people taking credit for my work, so I avoid contributing. But if I have a juicy story about a colleague from another department, I will contribute that for entertainment purposes.
	2	I wait until others offer their help before I start offering my help.
	3	I share my knowledge with the team.
	4	I spend extra time researching information for the team.
	5	I inspire the people around me to do better.



Work Volume & Quality

Describe how you handle the workload and deadlines.

1	My boss puts too much work on me. I need a break right now.
2	My deadlines are too tight. I just finish when I finish.
3	I meet deadlines, but sometimes sacrifice quality. Or I sacrifice deadlines for quality.
4	I sometimes struggle with both the demands of the job, but I give each project my all.
5	I developed a system that keeps me on top of my work, and I communicate with my manager regularly.

What is the first thing you do when customers or clients go to your workstation?

1	I pretend I'm on the phone, so they take a hint and don't bother me.
2	I try to find another colleague who can help them.
3	I take down their requests and hope it gets done.
4	I take down their requests and put it on my to-do list.
5	I smile and ask what I can do to help them with a genuine intention of doing so. I also confirm that I understand them correctly and prioritize when to execute the task.



Knowledge & Skills

To what extent are you expanding your knowledge and skills?

	1	If my boss wanted me to learn more, why didn't she tell me?
	2	I don't have time to go through any more training.
	3	I am open to exploring more about my industry.
	4	I read industry publications and blogs once in a while to keep me updated.
	5	I constantly seek more information through classes, workshops, webinars and more. There is always more to learn.

Attendance/Punctuality

Tell me about how often you're absent or tardy.

	1	I don't keep track. No one notices whether or not I'm there anyway.
	2	I come in 15 minutes late a few times a week. It's not my fault. I live the farthest away from the office.
	3	I come in 15 minutes early, clock in, then mosey on down to the coffee maker and chat for a while with my colleagues about the weather.
	4	I come in on time most of the time.
	5	I appreciate that my boss allows me to come in early. It gives me extra quiet time in the morning to get more done.



Now answer the questions again except this time, rate the top performer in your department. By “top performer,” I don’t mean the kiss butt. I mean the standout guy, the “it” girl, the one whose name makes the top of every list you wish you could make. This is the person people flock to because of the energy that surrounds him or her. Where flies might surround the company’s dead weight, butterflies and harp music surround the top performer. You’ll typically hear this person’s name around the office in the following sentences: *He did it again!* or *What is her secret?* The top performer consistently works hard and can turn garbage to gold.

Attitude

Rate his/her desire to please the boss.

1 2 3 4 5

Rate his/her willingness to help his/her colleagues.

1 2 3 4 5

Team Work

Rate how well he/she works with others.

1 2 3 4 5

Rate how much he/she contributes to the team.

1 2 3 4 5

Work Volume & Quality

Rate how he/she handles the workload and deadlines.

1 2 3 4 5

What is the first thing he/she does when customers or clients go to his/her workstation?



Knowledge & Skills

To what extent is he/she expanding his/her knowledge and skills?

1 2 3 4 5

Attendance/Punctuality

1 2 3 4 5

Answer the questions below. Think about each question deeply and keep writing until you've exhausted the question. Don't concern yourself with grammar or spelling. Simply write. Consider these answers as private as a diary.

1) What do you consider a successful workday? How closely does this resemble what your boss would say for your position?

2) What do you consider a successful workweek? How closely does this resemble what your boss would say for your position?

3) How well do you balance quantity and quality of work?

4) Are you proud of your work? Why or why not?



- 5) Do you inspire your team members? How so? If not, how do you influence your team?

- 6) If I asked your coworkers to describe your reputation, what do you think they would say? What words would they use to describe you as a fellow colleague?

- 7) How well do you communicate with your clients, coworkers and superiors? Do you seek clarification?

- 8) In what situations have you gone above and beyond the expectations of the position?

- 9) How often do you offer to help without being instructed to do so?

- 10) How easily do you adapt to changing situations?



11) Think about your decision-making process at work. How well do you make decisions?

12) Where do you excel?

13) What are your weak points?

14) Now go over your answers to No. 13 and consider the following:

- Is being deficient in these areas normal at this stage of your career?
- Have you had the proper training to address those weak points? If not, you should remember to ask for training during your upcoming conversation with the boss.

By now, you should have a more holistic view of your work performance, work ethic and role in the company. Review your answers as if you were the boss. If these were your employee's answers, would you agree this person deserves a raise?

If yes, you're ready to move on to the next step. If not, you can still move on to the next steps. However, instead of asking for a raise, you will ask for a plan to help you up your salary in the future.



Goals

S.M.A.R.T. is a well-known mnemonic used to set goals. Hundreds of web sites reference this mnemonic, which first appeared in a 1981 issue of *Management Review* by George T. Doran.

- Specific
- Measurable
- Attainable
- Relevant
- Time-bound

Every goal you set should pass the S.M.A.R.T. test before you present it to the boss. Here are some examples of underdeveloped goals from various industries that I have reformulated.

Allow yourself to write down all the possibilities. Be creative. Imagine yourself in new roles. Don't edit yourself until later. Even if a potential new task sounds unappealing, write it down. You may later think of a way to benefit from that added task or responsibility.

Goal #1 _____

Goal #2 _____

Goal #3 _____

