

Self Assessment Form

Self Assessment Form Example



Helpful hints:

When approaching the self-assessment you should ask yourself "How have I demonstrated this competency in the past?"
Your comments for each competency should not be what you can do, i.e. "I am an excellent communicator", but rather examples or evidence of what you have done, at work or outside work, which supports your ability in this competency. Look at the position description for the job that you are applying for to see what defines each competency and that will give you some idea of what the panel is looking for. We only require you to address the competencies listed in this form. Be brief and write your examples or evidence as bullet points.

To assist you with the completion of the self-assessment form, we have provided you with an example of the type of information we are looking for:

EXAMPLE:

Competency	How you have demonstrated this competency
Initiative Provide examples of how you have shown initiative.	<ul style="list-style-type: none">▪ Identified the need for a new approach to developing policy, developed the approach and sought to have it accepted by the Policy Group. A modified version was implemented.▪ Used part of contractor budget to employ a permanent staff member to enable the team to better meet its targets. First time this was done in the organisation and has improved our capability to deliver significantly▪ Identified training need for a staff member, located one and then contacted fellow managers to see whether the training need was more general. It was, so organised the training for the organisation

Name:

List of all factual and verifiable achievements to support the competencies listed. Briefly outline the process undertaken to achieve the outcome. All relevant information for the competencies should be limited to the boxes provided, and should be in bullet-form.

Competency:	Examples of how you have demonstrated this competency
	<ul style="list-style-type: none">▪
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Competency:

Examples of how you have demonstrated this competency

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