

WA16: Self-Management, Supervision, Management and Leadership

3.28 Evaluate own work according to agreed criteria

**LO92: Demonstrate ability to evaluate own work
according to agreed criteria.**



Module Details



Work Area Code:	16
Work area title:	Self-Management, Supervision, Management and Leadership
Unit Code:	3.28
Unit Title:	Evaluate own work according to agreed criteria
Learning Outcomes Ids:	LO092
Learning Outcomes titles:	- LO092: Demonstrate ability to evaluate own work according to agreed criteria.
Recommended Duration:	1.5 hours
Trainer:	



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What is self-evaluation?



Looking at your progress, development and learning to determine what has improved and what areas still need improvement. Usually involves comparing a "before" situation with a current situation.

<http://www.businessdictionary.com/definition/self-evaluation.html>



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What is self-evaluation?



**ASK YOURSELF IF WHAT
YOU'RE DOING TODAY IS
GETTING YOU CLOSER TO
WHERE YOU WANT TO BE
TOMORROW.**

RADMAVERIX



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Methodological tool

Evaluating yourself EUPA_LO_092_M_01



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self-evaluation or is your opportunity to reflect on the things you did well, and the things you didn't do so well — but helped you learn





- **Vocational competence**
 - *Skills*
 - *Personal development*
 - *Plurality of skills*
- **Responsibility at work and activity in the workplace**
 - *Spontaneity*
 - *Co-operation skills*
 - *Commitment to work and colleagues/co-workers*
- **Quality and performance**
 - *Productivity*
 - *Quality of work*
 - *Economy*



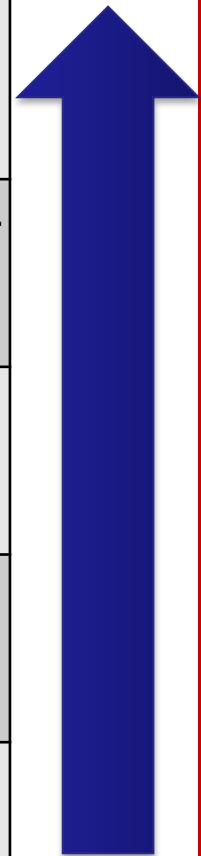
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The evaluation scale



Level 5	The employee's performance is excellent and clearly exceeds all job requirements and the quantitative and qualitative objectives assigned to the employee.
Level 4	The employee's performance satisfies all job requirements very well. The performance exceeds the quantitative and qualitative objectives assigned to the employee in many respects.
Level 3	The employee's performance satisfies the job requirements and the objectives assigned to the employee well. Performance attains a high quality standard in key fields of duty.
Level 2	The employee's performance satisfies the basic job requirements and the principal objectives assigned to the employee. Some aspects of performance are nevertheless in need of improvement.
Level 1	There is a substantial need for improvement in the employee's performance.



Ask yourself...



- What are your ambitions/goals in your work?
- What are your main responsibilities and duties?
- Do you have the required skills or the capability to achieve your work objectives?
- Are you well organized?
- Can you motivate colleagues towards a common goal?
- Are you humble enough to take responsibility if something goes wrong?



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Why it's important



- **self-evaluation is an important process, because:**
 - It helps you get the job done
 - It allows you to learn from mistakes
 - It helps you improve in your daily routine tasks and activities
 - It provides you with an amount of autonomy, which in turn helps you organise your work according to your needs and capabilities



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1. Think of your brilliant successes.

- Look at previous feedback received, projects you've completed and initiatives you've launched.
- start keeping a performance journal.



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2. Think of what you've learned.

- What have you learned in the past?
- identify the ways in which you've been able to enhance your skills
- describe the new skills you've mastered and how they've helped you in your career development.
- Describe how you've applied these new skills to your job and how they support the goals of your department and organization.





3. Think of your challenges.

- This isn't an opportunity for shameless self- promotion.
- It's an opportunity for some humility.
- Be candid about your challenges in the year.
- Think of how you overcame them or the steps you will take in the year ahead to address them.

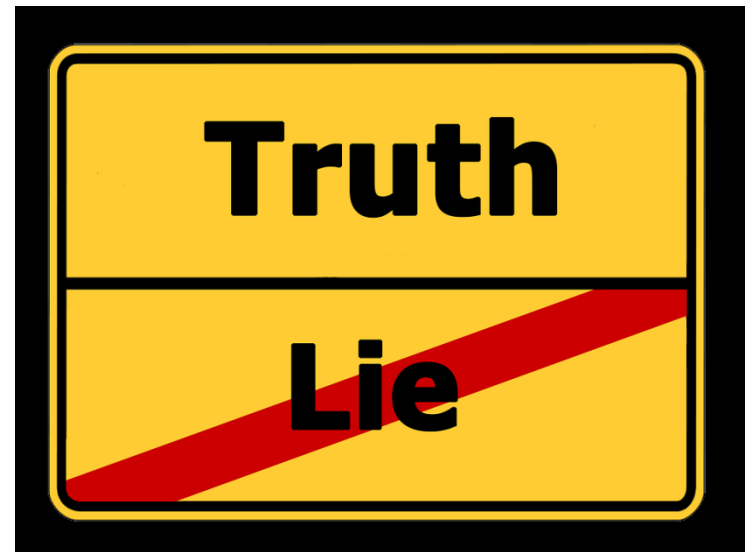


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4. Be honest to yourself.

- Don't embellish your accomplishments.
- Think hard about how you choose your ratings for yourself.
- support your ratings
- be able to provide examples of your successes and examples of your not-so-great performance

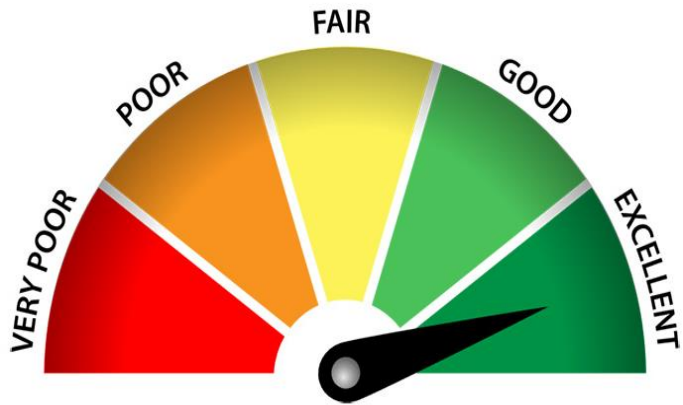


Self evaluation criteria



Even though each position has different duties and responsibilities and thus different evaluation criteria, some universal ones include:

- Prioritization
- Meeting deadlines
- Ability to work autonomously
- Ability to manage your own resources (time management)
- Quality of work



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Evaluate your ability to prioritize tasks according:

- to their importance
- Urgency

TIPS:

- Keep a to-do list.
- Review your workload regularly
- Set realistic deadlines
- Allow time for interruptions
- Structure your workload
- Don't let your inbox drive your workload



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Evaluate your ability to meet deadlines:

- Did you meet every single deadline in the past year?
- If not, think whether:
 - The deadlines you set were feasible
 - You did an effective allocation of time and workforce
 - You prioritized properly



Ability to work autonomously



Evaluate your ability to work autonomously, when it comes to simple, routine tasks:

- How often did you need support for such tasks in the past month?
- If often, think whether:
 - The routine daily tasks are clear enough for you
 - Your duties and responsibilities are clear enough for you



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Ability to manage your own resources



Evaluate your ability to manage your own resources (time management):

- How often did you fall behind schedule in the past month?
- If often, think whether:
 - You didn't plan correctly
 - You didn't prioritize correctly
 - You were often distracted by external factors



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Evaluate the quality of your work:

- Do you believe that the quality of your work is satisfactory against what is expected by the management?
- If not, think whether:
 - You have an issue with planning, prioritizing or allocating resources
 - You sometimes underestimate your responsibilities



Methodological tool

Evaluating yourself: REFLECTION

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- Review Question 1
 - What is self-evaluation?
- Review Question 2
 - Can you list the main principles of self-evaluation?



- Reasons for not doing a great job
 - lack of time
 - thinking the information won't be useful or used
 - laziness
- Ask yourself:
 - What are your ambitions/goals in your work?
 - Do you have the required skills or the capability to achieve your work objectives?
 - Are you well organized?
 - Can you motivate colleagues towards a common goal?
 - Are you humble enough to take responsibility if something goes wrong?





Well Done!

**You have
completed
this unit**



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