

Name \_\_\_\_\_ Date \_\_\_\_\_

## SELF-ASSESSMENT WORKSHEET

Use this self-assessment worksheet to help you identify your career issues, goals, interests, and values. You can share it with your supervisor or use your responses to help draft your individual development plan (IDP).

### CURRENT STRENGTHS AND GAPS

1. Who are your chief clientele and rate how well you served them in the past year?
2. In what performance areas (behaviors and results) do you show strengths?
3. In what areas of your performance (behaviors and results) could you improve?
4. List any additional skills or knowledge that would help you perform more effectively in your present job or boost your skills opportunities.

### CAREER ISSUES

What are your current career issues? Be clear about them, so you can create an effective strategy to resolve them. Career issues cover a host of topics, from adapting to a new position, to changing careers, or planning retirement. Read the following list of career issues people confront at one time or another and place an "X" next to the statements relevant to you.

- You're new at your job and need to learn the basics to feel productive and comfortable.
- You've been in your job for a while and are determined to increase general competence.
- You need to improve performance in specific areas of your job.
- You need to update your expertise or skills to keep up with changing technologies or advanced knowledge in your line of work.
- Your job duties have changed or will be changing, necessitating new skills or proficiencies.
- Your job may be eliminated and you want to begin "re-tooling" to prepare for future prospects.
- You want to move to a higher level of responsibility or prepare for a promotion

- You want to broaden skills or expertise to gain more flexibility for future job prospects.
- You want to change jobs or titles within your organization.
- You want to change jobs outside of your organization.
- You don't see a bright future in your current position, but aren't aware of other options.
- You're ready to plan for retirement.

## DEVELOPMENT GOALS

### UC Core Competencies

This Competency Model is intended to describe target, expected or satisfactory performance behaviors at the University of California. Therefore, it is important that all staff and managers understand the competencies and the corresponding Individual Behavior Indicators for each competency:

1. **Communication:** shares and receives information using clear oral, written, and interpersonal communication skills.
2. **Diversity and Inclusion:** models and promotes the [UCANR Principles Of Community](#) and complies with UC policies on Diversity and Non Discrimination.
3. **Employee Engagement:** demonstrates commitment to the job, colleagues, the University and its mission by acting in ways that further the accomplishment of its goals.
4. **Innovation and Change Management:** uses personal knowledge and professional experience to envision the future, anticipate change, capitalize on opportunities, and develop innovative options that further the strategic direction of the organization.
5. **Job Mastery and Continuous Learning:** demonstrates responsibility for one's own career path and continuous learning by identifying and applying new skills as needed to perform successfully on the job.
6. **Resource Management:** demonstrates integrity, accountability, and efficient stewardship of university resources in a manner consistent with the UC Standards of Ethical conduct and other policies.
7. **Result Orientation and Execution:** demonstrates the ability to analyze situations or problems, make timely and sound decision, construct plans, and achieve optimal results.
8. **Service Focus:** values and delivers high quality, professional, responsive and innovative services.
9. **Teamwork and Collaboration:** collaborates with colleagues in order to achieve results in alignment with the operations and mission of the University of California.
10. **People Management:** leads and engages people to maximize organizational and individual performance through alignment with the University mission and attainment of strategic and operational goals.

List UC Core Competency areas in which you have strengths:

List UC Core Competency areas that you could strengthen:

**DEVELOPMENT GOALS**

A development goal is a specific desired outcome that is observable, realistic, and takes place in a specific time frame. Use the following prompts to write in the table below some career accomplishment and competency goals for the next 1, 2 and 3 years. Refer to the UC Core Competencies to assist you.

	By this time next year (year 1):	In 2 years:	In 3 years:
Accomplishments			
Competencies			

2. What obstacles or barriers might inhibit me from achieving my goals on time (for example, time, money, and other obligations)?

3. How can I overcome the obstacles described above? What resources can assist me?

## TAKING ACTION

What actions do you plan to take to accomplish your career developmental goals? Identify them below by placing an "X" next to appropriate actions for you. While planning your career moves, consider all of the following possibilities. Consider that "Up" is one way, but not the only way:

- Lateral Transfer: Change in position, but not necessarily a change in status or pay.
- Job Enrichment: Change or expand my job to provide myself with growth experiences.
- Survey: Identify other jobs that demand skills I have and align with my values and interests.
- Downshift: Accept a job at a lower rank, salary, or level of responsibility to shift my career to something interesting to me, or to achieve a better work-life balance.
- Change Work Setting: No meaningful change to job responsibilities, but have a new boss, organization or employer.
- No Change: But only after thorough reflection.

What steps would you consider to achieve the action(s) you checked immediately above? Mark an "X" next to those you'll contemplate further.

- Request some new assignments in my current job
- Rotate to a different project or job
- Find a mentor(s)
- Volunteer for a committee or community project
- Job shadow someone who has expertise in the area of your interest
- Gain on-the-job guidance from an expert in the area of your interest
- Participate in workshops or conferences
- Register in university courses
- Seek self-paced learning (books, videos, computer-based instruction, etc.)
- Pursue a certification program or academic degree
- Conduct informational interviews
- Move to a new job within my unit
- Move to a new job within ANR
- Move to a new job outside ANR
- Plan retirement
- Other actions:

Credits: <http://www.hr.ucsb.edu/managers-supervisors/performance-management/uc-core-competencies>  
[http://hr.commerce.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/dev01\\_006607.pdf](http://hr.commerce.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/dev01_006607.pdf)