

# Self-Assessment Sample

## Identifying Your Skills

Circle A, B, C or D after each of the following statements as to how you feel you can carry out the task

**A = Very Competent**

**B = Can Do Well**

**C = Can Manage**

**D = Not So Good**

 Training or helping people to learn	A	B	C	D
 Ability to persuade, negotiate or sell a product or idea	A	B	C	D
 Helping or supporting people when they need it	A	B	C	D
 Designing things, events or other activities	A	B	C	D
 Ability to put your thoughts and ideas clearly in writing	A	B	C	D
 Understanding and interpreting financial/statistical reports	A	B	C	D
 Developing, adapting or extending other peoples ideas	A	B	C	D
 Discovering why thing work or don't work properly	A	B	C	D
 Ability to learn and memorise information	A	B	C	D
 Research and gather information	A	B	C	D
 Understanding, following instructions, plans, diagrams	A	B	C	D
 Working skilfully with your hands	A	B	C	D
 Thinking of solutions to solve problems	A	B	C	D
 Having good eye / hand coordination	A	B	C	D
 Building, constructing or making things	A	B	C	D
 Organising things, events or people	A	B	C	D
 Analysing and interpreting information	A	B	C	D
 Mending and fixing things	A	B	C	D
 Identifying inconsistencies in ideas or opinions	A	B	C	D
 Diagnosing and solving problems	A	B	C	D
 Sorting through objects with accuracy	A	B	C	D
 Extracting important information from written documents	A	B	C	D
 Ability to use hand or power tools	A	B	C	D
 Ability to create alternative ideas	A	B	C	D
 Expressing feelings / ideas by drawing or painting	A	B	C	D
 Finding out how things work	A	B	C	D
 Ability to work accurately with numbers	A	B	C	D
 Budgeting and keeping accounts	A	B	C	D
 Expressing feelings / ideas through body language	A	B	C	D
 Counting and classing a range of stock items	A	B	C	D
 Speaking effectively in groups or in public	A	B	C	D
 Communicating with individuals or groups	A	B	C	D

## Understanding Your Skills

Now write your skill set in the first column and give examples of how you have demonstrated each competence

<b>A's - Your "Very Competent" Skills</b>	Give specific examples of how you demonstrated that.

<b>B's - Your "Can Do Well" Skills</b>	Give specific examples of how you demonstrated that.

<b>C's - Your "Can Manage" Skills</b>	Give specific examples of how you demonstrated that.

<b>B's - Your "Not So Good" Skills</b>	Give specific examples of how you demonstrated that.