

ASSESSING YOUR FEEDBACK - WORKSHEET

Self-assessment - How do others see me?

Now that you've given considerable thought to yourself, you need to determine how others see you. Every workplace involves interactions and interdependence among individuals and the way they do their jobs. You should obtain and use feedback from others throughout your organization to learn what people think of you and what they expect of you. You can then use that knowledge to enhance skills, change performance habits, emphasize strengths, and enhance areas needing development. By including the views of others, you will broaden your assessment and will make it more accurate. The more accurate your self assessment is, the more realistic and attainable career goals you'll be able to set for yourself.

Some primary sources for gaining outside views of your performance and potential are through discussions with your current and former supervisors. In addition to informal discussions, performance ratings provide you with a great deal of information. You can also draw inferences from assignments given to you and from how supervisors respond to your everyday work.

Co-workers can offer another perspective regarding your strengths and weaknesses. Co-workers have watched you work on different projects over a period of time, so they know you, your performance, and how you work. They may be willing to trade or exchange career help with you. You can solicit feedback directly, as well as gather it by observation and casual conversation. Getting feedback from others may feel risky or scary. If you're willing to take that risk and seek the feedback, you will gain additional insight and find that your assessment takes on a broader perspective.

ACTION - Assess the feedback.

Review past performance appraisals and the information provided by supervisors and peers. Consider the following questions relative to your work:

- *What words have been used to describe my work?*

- _____
- _____
- _____
- _____
- _____

Are there any patterns in the positions, responsibilities or assignments I've been given?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

• *What have others identified as my strengths and weaknesses?*

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

• *Are the perceptions of supervisors and co-workers similar or very different?*

You have now concluded your self-assessment. At this juncture, you may want to write a description of your ideal job and then look at options available to you.