



# E-LEARNING

Level 3



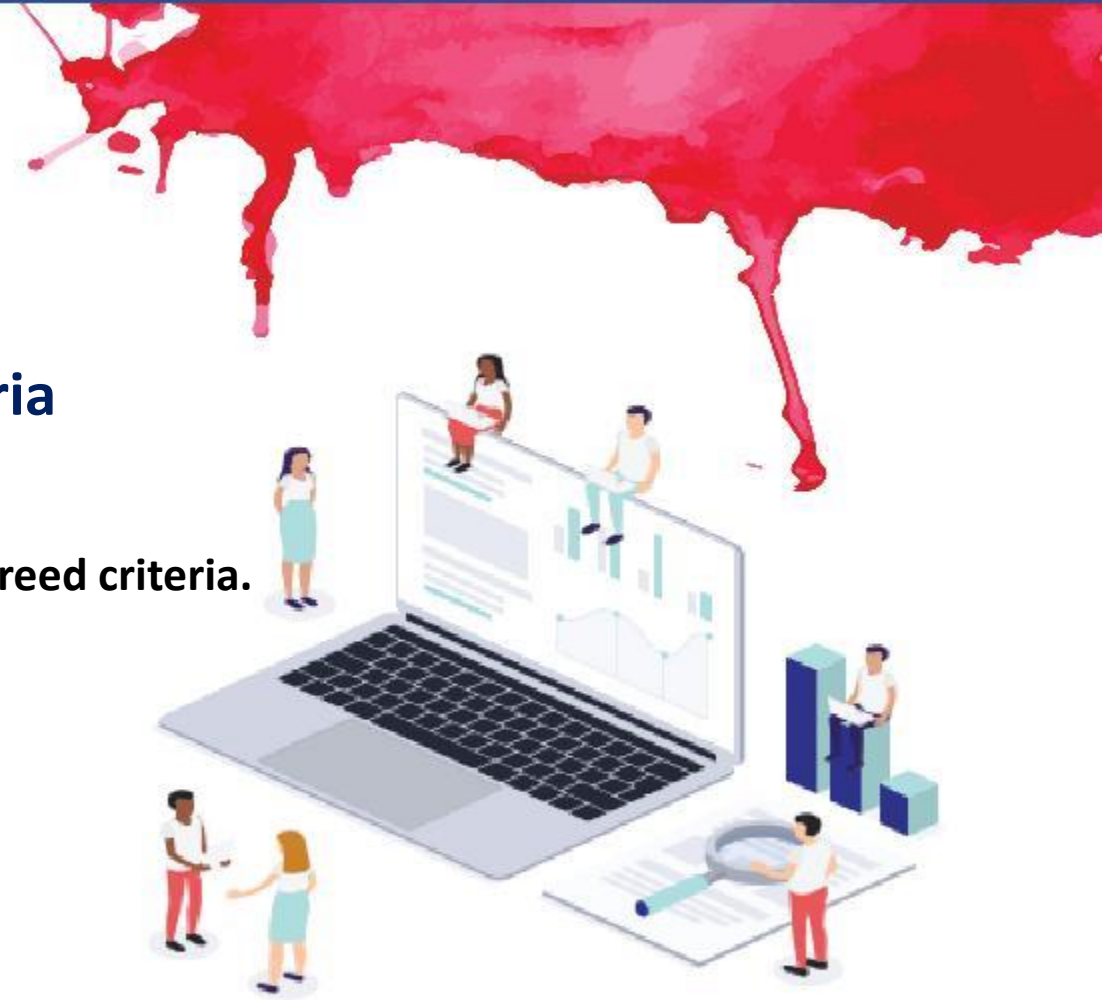
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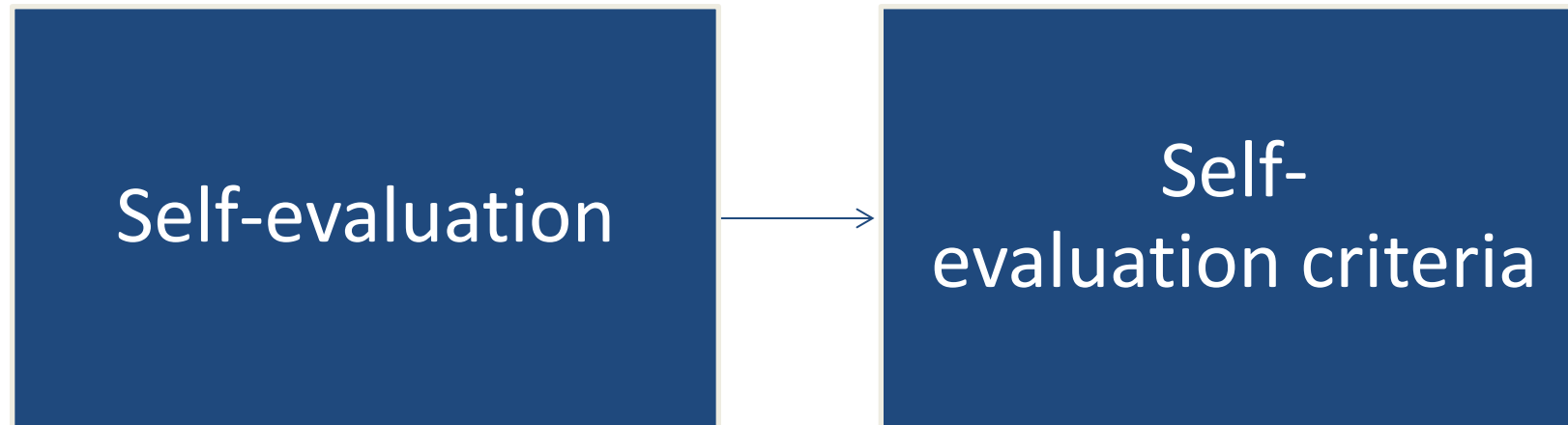
## WA11: Team and self management

### 3.21 Evaluate own work according to agreed criteria

LO3.59: Demonstrate ability to evaluate own work according to agreed criteria.



# Route map





# 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>



# What is self-evaluation?



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

RADMAVERIX

# Methodological Tool I

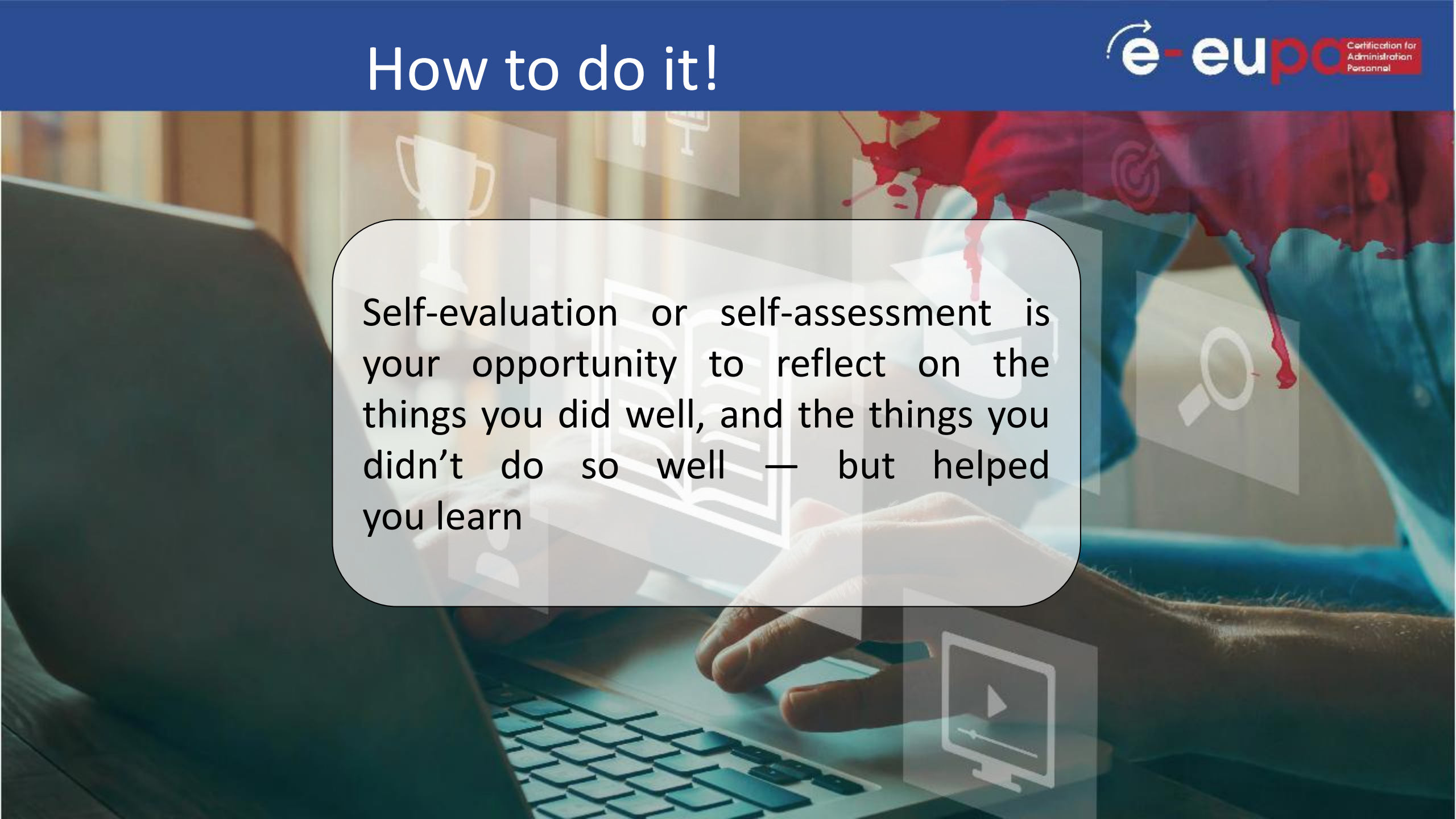


Evaluating yourself

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# How to do it!



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

# Main criteria

- 
- **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



# The evaluation scale

<b>Level 5</b>	The employee's performance is excellent and clearly exceeds all job requirements and the quantitative and qualitative objectives assigned to the employee.
<b>Level 4</b>	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.
<b>Level 3</b>	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.
<b>Level 2</b>	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.
<b>Level 1</b>	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?



# 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



# One step at a time

## 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.



# One step at a time

## 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.





# One step at a time

## 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.





# One step at a time

## 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



# Prioritization

Evaluate your ability to prioritize tasks according to:

- 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



# Meeting deadlines

## 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



## 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



## 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 II



Evaluating yourself: REFLECTION  
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# Revision Questions

## Question 1

What is self-evaluation?

## Question 2

Can you list the main principles of self-evaluation?



# Module Key points

- 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 Unit 3.21**



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