

Activity 44

Evaluate Yourself

Directions for Part I: Many employers use performance evaluations to let employees know how they are performing on the job. Some of the criteria they use are listed below. Evaluate yourself as a student by giving yourself a rating for each item. Write your rating in the space.

1: above average 2: average 3: below average

- _____ **1. Quality of Work:** Do you complete assignments on time, check them carefully, and get good grades?
- _____ **2. Initiative:** Do you think ahead, figure things out for yourself, seek opportunities to improve yourself and gain new experiences?
- _____ **3. Judgment:** Do you think carefully before making decisions and think about the consequences of your actions?
- _____ **4. Reliability:** Do you do what you say you will do? Can others count on you? Do you take responsibility for your actions?
- _____ **5. Communication:** Do you have good speaking and listening skills? Do you write clearly and concisely?
- _____ **6. Flexibility:** Are you willing to change the way you do things when necessary? Do you welcome new challenges?
- _____ **7. Work Ethic:** Are you committed to doing good work? Do you hand in assignments on time, and play your part in any team efforts?
- _____ **8. People Skills:** Do you get along well with other students? Are you sensitive to the needs of others? Are you an effective team member?
- _____ **9. Leadership:** Are you good at planning events and at motivating others? Do others follow your lead?

Directions for Part II: Look over the ratings you gave yourself in Part I. Write a general evaluation by summarizing your strengths and weaknesses.
