



County of Yolo

BUILDING PROFESSIONAL CAPACITY

SELF-ASSESSMENT WORKSHEET

*Never become so much of an expert that you stop gaining expertise.
View life as a continuous learning process. —Denis Waitley*

Your Name: _____

Date: _____

Sharing Yolo County's organizational commitment to fostering a climate of continuous learning requires your own personal commitment to expanding your ability to learn by constantly upgrading your skills and increasing your knowledge. By doing so, you will be better able to adapt to ongoing change while generating the creative energy that will fuel your personal growth and the success of Yolo County.

The purpose of this self-assessment worksheet is to provide you with a tool to identify for you and your management team your areas of professional strength and to shed light on areas for future professional development, helping to create a starting point for building your professional capacity. Once completed, it will be shared with your supervisor and manager and will become the framework for the collaborative effort that will ensure that your professional growth while at Yolo County is nurtured and that your contributions to the overall success of your department and the County are maximized.

The value of this worksheet will largely be determined by the thoughtfulness and thoroughness of your responses. As you record your answers to the questions, please consider that others will be using the information you provide to discuss and build a professional development plan with you.

Professional Goals and Aspirations

As a first step, it can be helpful to identify where you are in relation to where you may want to move on your professional path by answering these preliminary questions.

- Are you new in your role, or new to your organization, and needing to master essential competencies critical for your success?
- Are you thinking about preparing for a different role, which may require different skills, or developing existing skills into significant strengths?
- Are you experienced in your role, and looking to maintain full engagement and enthusiasm through taking on additional challenge, or building competencies that are needed to meet changing work demands, or using strengths more fully, or mentoring others?

Use the following questions to further refine your professional goals.

1. What type of work gives me the greatest sense of satisfaction and reward?
2. What do I want to do that I am not currently doing?
3. What is the greatest need to Yolo County and my department right now?
4. What are the competencies I currently possess to meet the current need?
5. What will be the greatest need to Yolo County and my department in the future?
6. What are the competencies I will need to possess in order to contribute to the success of the County and my department in the future?
7. Do I see myself changing roles? If so, when, and what does that next role look like?
8. What competencies will I need to be ready for my next role?
9. What work experiences do I need to have to develop professionally, to stay engaged?
10. Where do my professional goals and aspirations overlap and align most with the needs of the organization?

Strengths and Development Opportunities or Priority

Now think about your current strengths and development opportunities or priorities. You will not necessarily have a strength and development opportunity or priority in every category below, but you may. The idea is to go with “top-of-mind” responses at this stage of planning. As you continue to plan each year, you will find your areas of strengths and development opportunities will change, so there is no need to identify or accomplish everything at once.

TECHNICAL KNOWLEDGE or EXPERTISE SKILL AREAS - *Examples: Finance, process improvement, project management, computer applications, strategic planning, consulting, etc.*

Strength(s) –

Development opportunity/priority –

PERSONAL SKILL AREAS – *Examples: Managing time, taking initiative, planning and organizing work, problem solving, providing customer service, etc.*

Strength(s) –

Development opportunity/priority –

INTERPERSONAL SKILL AREAS – *Examples: Collaborating, working on teams, influencing, listening, resolving conflict, etc.*

Strength(s) –

Development opportunity/priority –

MANAGEMENT AND LEADERSHIP SKILL AREAS – *Motivating others, delegating, coaching, giving feedback, setting clear goals and expectations, strategic planning, communicating well, getting participation from others, etc.*

Strength(s) –

Development opportunity/priority –

Passions

In our rational, pragmatic minds, we don’t often spend time thinking about what we simply love working at – our passions. However, if we would analyze when it seems that “time just flies,” or when we experience a healthy dose of satisfaction, we would probably discover that we are applying skills or abilities that we love using. These are automatic motivators for us, and we can leverage them to achieve great results, to build skills into strengths, and to keep us fresh and focused at work.

Check the areas below that fit the description of passions so you can factor them in when you are ready to create your professional development plan.

CONTRIBUTING EXPERTISE AND RESULTS

- Providing information and expertise to others in the organization
- Producing work based on my own technical expertise
- Working with others on a team as an individual contributor
- Solving technical problems
- Teaching others the skills and knowledge in my area(s) of expertise
- Working directly with customers to resolve issues
- Other (please identify)

SUPPORTING PEOPLE

- Communicating goals and expectations
- Recognizing people for high performance
- Overseeing team and individual efforts and providing timely feedback
- Delegating tasks to provide growth opportunities for others
- Discussing career development with direct reports and/or co-workers
- Intervening and facilitating with teams and individuals to work through issues and problems
- Other (please identify)

DESIGNING and ASSISTING with HOW WORK GETS DONE

- Establishing procedures for problem solving and decision making
- Designing and implementing systems and practices to support organizational objectives
- Cultivating relationships and networks to procure key resources and improve work flow
- Overseeing processes and metrics to ensure quality and identify targets for improvement
- Developing project plans and delivering project status updates
- Leading or facilitating teams to accomplish work
- Other

DEVELOPING the FUTURE VISION, CULTURE and ARCHITECTURE OF THE ORGANIZATION

- Translating organizational goals and strategies into goals for my department
- Communicating change and strategy to my staff and/or co-workers
- Holding strategic discussions to establish work priorities
- Developing a vision for the future for my part of the organization
- Scanning the environment for trends and assessing organizational challenges and opportunities
- Anticipating the cultural and other impact of different decisions or directions on the organization
- Other

NOW YOU ARE READY TO PLAN!!

In times of change, learners inherit the Earth, while the learned find themselves beautifully equipped to deal with a world that no longer exists. –Eric Hoffer