

Ref: LS011-104-020-000-093

**Ann Test****Hack My Job**For  
Project**Ann Test**  
**Assessment For Ann Test**

Goal

**Hi, I am undertaking a personal development program, part of which requires me get some feedback from a few people I work with or know me. I would be extremely grateful if you could spend a few minutes answering some questions relating to me and / or my work. This information will help me identify areas I may need to work on to develop my skills and ensure I work well with other people. Many Thanks. Ann Test**

Email

**nectareltd+anntest@gmail.com**

Created

**28/08/15**

First Assessment Started

**28/08/15**

Self Assessment

**28/08/15****Respondent**

Robert Jones

Sam Patel

**Completed**

16/09/2015

16/09/2015

**Email**

nectareltd+rj@gmail.com

nectareltd+sp@gmail.com

**Key**

Av

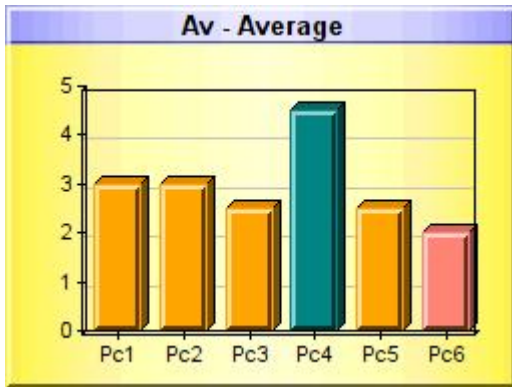
Average of Respondents Assessments

Self

Self Assessment

Ref: LS011-104-020-000-093

## Relating to Others



### PC

1

### Question

Gives and takes feedback constructively

2

Aware of personal impact and adjusts style accordingly

3

Open and responsive when dealing with colleagues

4

Shares knowledge and experience with colleagues

5

Establishes and maintains productive working relationships

6

Handles differences with colleagues constructively, promptly and positively

|      |     |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|-----|
| PC   | 1   | 2   | 3   | 4   | 5   | 6   |
| Av   | 3.0 | 3.0 | 2.5 | 4.5 | 2.5 | 2.0 |
| Self | 2   | 4   | 5   | 4   | 4   | 1   |

You marked this Competence as important to you

One Respondent marked this Competence as important

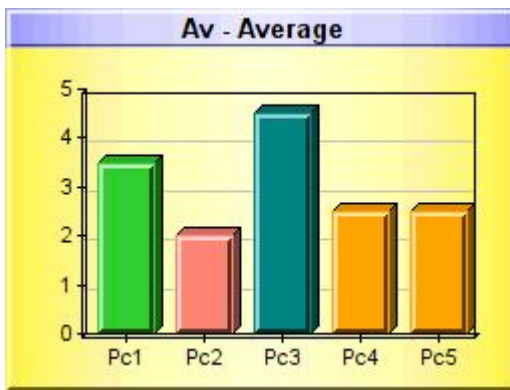
### Notes

A Can be quite diplomatic when required

Self May need to work on this

Ref: LS011-104-020-000-093

## Teamworking



### PC

1

### Question

Contributes to the definition of team goals

2

Works actively towards achievement of team goals

3

Demonstrates concern for team unity and morale

4

Willingness to participate as a full member of a team

5

Effective contributor even when team is working on something of no direct personal interest

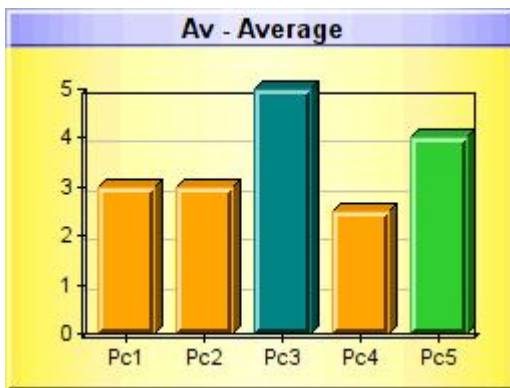
|      |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|
| PC   | 1   | 2   | 3   | 4   | 5   |
| Av   | 3.5 | 2.0 | 4.5 | 2.5 | 2.5 |
| Self | 4   | 2   | 5   | 2   | 3   |

### Notes

B Inconsistent

Ref: LS011-104-020-000-093

## Communicating Effectively



### PC

1

### Question

Speaks clearly and confidently to people at all levels both within and outside of the organisation

2

Listens actively, questioning when necessary and summarising clearly

3

Writes clearly and concisely and structures information logically

4

Contributes constructive ideas when attending meetings

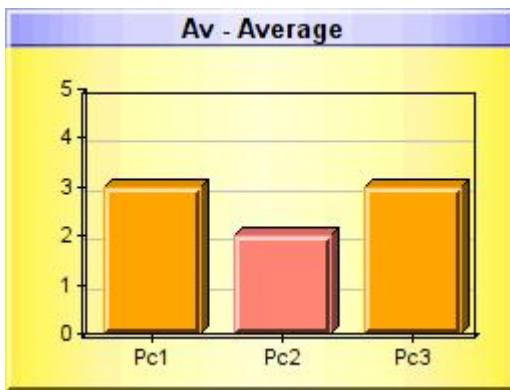
5

Ability to make persuasive, clear formal presentation of ideas or facts

|      |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|
| PC   | 1   | 2   | 3   | 4   | 5   |
| Av   | 3.0 | 3.0 | 5.0 | 2.5 | 4.0 |
| Self | 0   | 1   | 2   | 3   | 4   |

Ref: LS011-104-020-000-093

## Initiative



### PC

1

### Question

Pro-active in taking action to improve results or create opportunities

2

Originates new ideas or methods to improve the job or to complete assigned tasks

3

Sees opportunities and acts on them

|      |     |     |     |
|------|-----|-----|-----|
| PC   | 1   | 2   | 3   |
| Av   | 3.0 | 2.0 | 3.0 |
| Self | 2   | 5   | 1   |

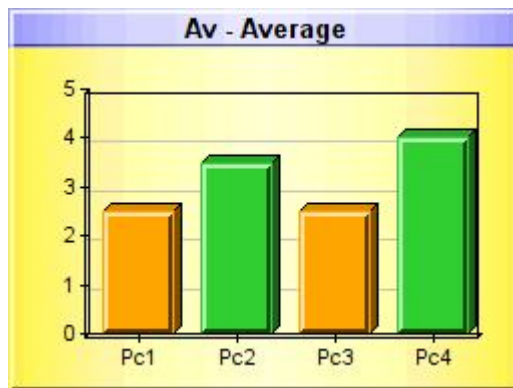
One Respondent marked this Competence as important

### Notes

A Needs to learn how to take the initiative

Ref: LS011-104-020-000-093

## Creativity



### PC

1

### Question

Proposes practical and imaginative suggestions for new and more effective ways of operating

2

Shows a willingness to explore and build on other's ideas

3

Takes a 'lateral' view of problems in order to find a range of suitable solutions

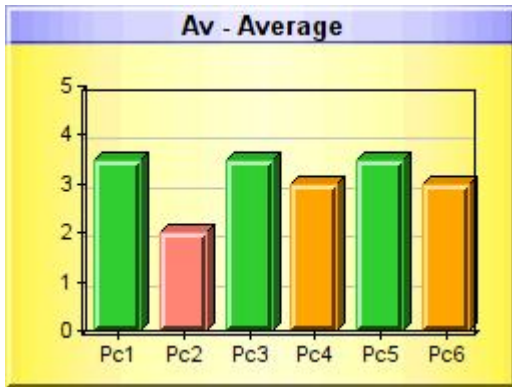
4

Identifies opportunities for seeking continuous improvement

|      |     |     |     |     |
|------|-----|-----|-----|-----|
| PC   | 1   | 2   | 3   | 4   |
| Av   | 2.5 | 3.5 | 2.5 | 4.0 |
| Self | 1   | X   | 4   | 2   |

Ref: LS011-104-020-000-093

## Flexibility



### PC

1

### Question

Shows a positive attitude towards taking on new roles or tasks

2

Adapts own ideas in the light of new information

3

Responds positively to changing circumstances by adapting own behaviour accordingly

4

Listens willingly to ideas of others with an open mind

5

Sees changing circumstances as opportunities rather than problems

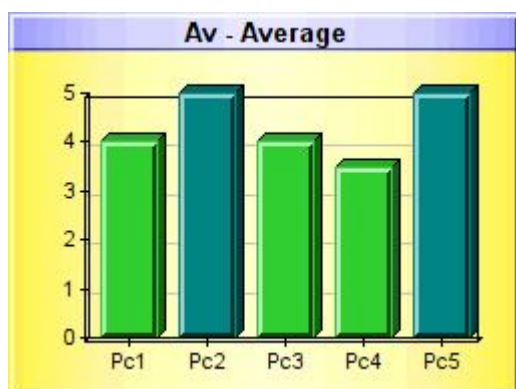
6

Learns from own successes / mistakes

|      |     |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|-----|
| PC   | 1   | 2   | 3   | 4   | 5   | 6   |
| Av   | 3.5 | 2.0 | 3.5 | 3.0 | 3.5 | 3.0 |
| Self | 1   | 4   | 2   | 5   | 1   | X   |

Ref: LS011-104-020-000-093

## Dependability



### PC

- 1
- 2
- 3
- 4
- 5

### Question

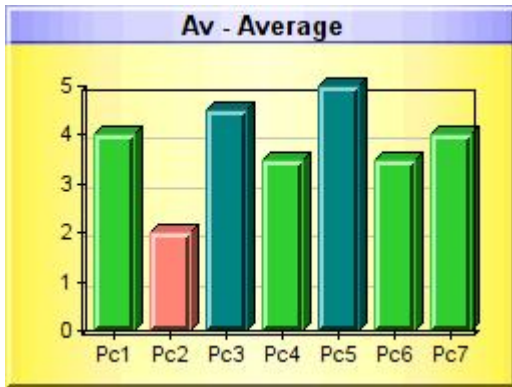
- Shows commitment to job and organisation
- Attends work and meetings punctually
- Completes tasks correctly and on time
- Produces work of a good consistent quality
- Complies with the organisation's policies and business processes

|      |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|
| PC   | 1   | 2   | 3   | 4   | 5   |
| Av   | 4.0 | 5.0 | 4.0 | 3.5 | 5.0 |
| Self | 1   | 3   | 5   | 1   | 5   |



Ref: LS011-104-020-000-093

## Reliability (PIM No. 2)



### PC

1

### Question

Demonstrates loyalty to the organisation and their colleagues

2

Thinks ahead to avoid future issues

3

Honours promises and commitments

4

Recognises and accepts mistakes and takes remedial action

5

Stays well informed about everything relating to their area of work

6

Maintains open dialogue, keeping colleagues and stakeholders informed

7

Focuses efforts on delivering reliable service to customers / clients

|      |     |     |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|-----|-----|
| PC   | 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| Av   | 4.0 | 2.0 | 4.5 | 3.5 | 5.0 | 3.5 | 4.0 |
| Self | 1   | 3   | 4   | 2   | 3   | 2   | 5   |

Ref: LS011-104-020-000-093

## Supplementary Questions

Please suggest at least one thing you would like this person to stop doing

Showing irritation when I turn up late to a meeting - She sometimes forgets I report to two managers

Being so punctual

Please suggest at least one thing you would like this person to continue doing

Keeping up to date with office procedures etc - If we want to know something we just ask Ann

Delivering work on time

Please suggest at least one thing you would like this person to start doing

Be more enthusiastic at finishing menial tasks - they have to be done

Being a bit more receptive to other peoples ideas

Ref: LS011-104-020-000-093

**Performance Indicator / Opinion (PIM) Matrix No 1****Title: Standard**

|   |                     |                                                                                                                              |
|---|---------------------|------------------------------------------------------------------------------------------------------------------------------|
| 0 | Not Applicable      | This performance criteria does not form part of your current job activities.                                                 |
| 1 | Not Effective       | Ineffective practice or unsuccessful approach. A clear area for improvement.                                                 |
| 2 | Sometimes Effective | Applied effectively on some occasions, but unsuccessful on others. An area for improvement if an important job need.         |
| 3 | Effective           | Practice effectively and successfully on most occasions, but not yet an automatic process.                                   |
| 4 | Area of Strength    | Practice effectively on all occasions; has become the normal way of acting.                                                  |
| 5 | Area of Excellence  | Possess significant skill, knowledge and experience. Is regarded by others as a source of guidance and acts as a role model. |
| X | Unable to Assess    | Insufficient evidence to make a realistic assessment of performance.                                                         |

**Performance Indicator / Opinion (PIM) Matrix No 2****Title: Workplace Values**

|   |                      |                                                |
|---|----------------------|------------------------------------------------|
| 0 | Not evident          | Does not demonstrate this behaviour            |
| 1 | Rarely evident       | Rarely demonstrates this behaviour             |
| 2 | Occasionally evident | Occasionally demonstrates this behaviour       |
| 3 | Usually evident      | Usually demonstrates this behaviour            |
| 4 | Consistently evident | Consistently demonstrates this behaviour       |
| 5 | Area of excellence   | Could be regarded as a role model in this area |