

Office Assistant Holistic Review

Self-Evaluation

Name: _____

Position: _____

Scaled Questions

Read each statement and provide an answer after each statement using the following answer choices:

SA= Strongly Agree/**Always**

A = Agree/**Most times**

N = Neutral /**Sometimes**

D = Disagree/**Rarely**

SD = Strongly Disagree/**Never**

NA = Not applicable/**Not enough Information to answer**

Staff Role and Expectations

	SA	A	N	D	SD	NA
1. I attend team meetings regularly, promptly, and come prepared						
2. I take notes at team meetings and keep them organized						
3. I make sure supplies are available						
4. I provide effective customer service						
5. I am available to other staff						
6. I maintain procedures appropriate to the position						
7. I thoroughly complete paperwork and administrative tasks on time						
8. I serve as a resource to transfer students						
9. I establish connections and work effectively with other CCD Centers and university partners						
10. I utilize Microsoft Office Suite (Outlook, Word, PowerPoint and Publisher) and Banner to do my job						
11. I call in when tardy or absent						
12. I created and presented an electronic portfolio to relay professional and personal growth						
13. I actively worked to achieve my performance goals through engaging in feedback and coaching conversations						

Comments:

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TSC Teamwork

	SA	A	N	D	SD	NA
1. I contribute to team goals						
2. I take initiative when appropriate						
3. I understand the importance of collaboration with others to achieve a common goal						
4. I assist others willingly						
5. I ask for clarification, help, and support when necessary						
6. I contribute effectively to team discussion, planning and execution of programming						
7. I provide constructive feedback to fellow team members						
8. I demonstrate accountability						
9. I am comfortable with my ability to work with others who hold different opinions						
10. I am able to work independently						

Comments:

Problem Solving and Decision Making

	SA	A	N	D	SD	NA
1. I anticipate potential problems and plan proactively						
2. I can develop innovative and creative solutions to problems (Ex: Improve procedures)						
3. I recognize and use the skills of others to solve problems						
4. I take initiative to improve TSC workshops, paperwork, procedures and processes						
5. I have attained skills that better prepare me to help resolve conflicts						
6. I have increased my ability to make effective decisions						

Comments:

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Communication

	SA	A	N	D	SD	NA
1. I provide other team members with clear, timely, and organized information						
2. I provide students with clear, timely, and organized information/Show & Tell						
3. I listen to and respond appropriately to others						
4. I understand the importance of encouraging and utilizing inclusive language						
5. I provide effective oral and written communication						
6. I keep CCD staff and students informed of upcoming events and programs						
7. I return phone calls and respond to messages and emails in a timely manner						
8. I am aware of and manage my non-verbal communication						
9. I have a better understanding of how to interpret others' non-verbal communication						
10. I effectively manage conflict						

Comments:

Interpersonal Relationships

	SA	A	N	D	SD	NA
1. I treat other team members with fairness, respect, and integrity						
2. I create an environment in which others feel safe expressing themselves						
3. I offer positive recognition, encouragement, and support to other team members						

Comments:

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Commitment to Diversity and Social Justice

	SA	A	N	D	SD	NA
1. I demonstrate an appreciation and support for all diversity						
2. I am comfortable with my ability to work with others from different backgrounds						
3. I create an atmosphere of civility, responsibility, and mutual respect for others						

Comments:

Leadership Development

	SA	A	N	D	SD	NA
1. I am comfortable leading a group of individuals						
2. I am aware of my strengths and limitations as a leader						
3. I understand and appreciate differences in leadership styles						
4. I show ability to both lead and follow in groups						

Comments:

Open Ended Questions

1. Please comment on your individual strengths:

2. Please comment on your individual areas of improvement:

3. Please add additional comments here: