

Department of Management Studies
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Self-assessment

Assessment refers to the act of determining or estimating the value of something and making appropriate judgments on issues. It is used interchangeably with words like evaluation, examination etc.

Similarly, self-assessment is the ability to examine yourself to find out how much progress you have made. It is a skill that helps individuals monitor their own work or abilities, find out what their weaknesses and strengths are, and self-diagnose relevant solutions.

The purpose of self-assessment is to help the individual know the extent of his abilities and to improve upon them without the need of a performance appraiser. It involves the use of questions such as; *what are my strengths; what are the obstacles*, etc.

Self-assessment is part of the formal employee appraisal in some organizations, where the employee is permitted to provide his own version of his development over the past year. Although some organizations do not regard it so much, others value it in high esteem.

Importance of Self-Assessment

Self-assessment is as important to students as they are to professionals. Since this is practiced in most organizations, it is necessary you learn to do it properly. Aside it being a part of formal employee appraisal, it is essential for every professional's personal development. Some general benefits of self-assessment are:

- Self-assessment makes you sure and confident about your capabilities. It eliminates or reduces work related fear and uncertainty.
- It enables the employee to assess himself, make corrections quickly and improve on his abilities. In other words, it enhances capacity building.

- It helps people in selecting occupations or educational programs that are best suited for them. For instance; if you find out that you are an unfriendly or antisocial person, you can tell that a career in marketing would not be the best option for you.
- Self-assessment provides direction for training. Once you know what your strengths and weaknesses are, you can choose the right tutor or training that best fits your career needs.
- It helps the individual to write resumes and cover letters that are specific about his abilities and highlight his special qualities. This makes your cover letter a stand out among the others

How to Improve Upon Self-Assessment Skills

Self-assessment is a simple skill that can be acquired by anyone. A systematic approach can be adopted for developing and improving this skill. Otherwise, ordinary simple approaches and practices can be helpful.

Here are few tips that will help improve this skill:

- **Ask questions.** An important aspect of self-assessment is the ability to ask questions. Develop the ability to ask specific and relevant questions. You cannot ask and answer every question in the world and not every question is relevant. Ask yourself questions about what, how, and why you have a problem at doing something or how and why you succeeded in something.
- **Script down clear-cut objectives.** Being able to give an honest and objective assessment of yourself is the toughest aspect of the entire process. Write down the targets for the most important aspects or goals of your work and assess your performance in comparison to each of them. Compare the actual performance or results to the target you set in the beginning of the year.
- **Develop a personal grading system.** Create a grading system for yourself – formal assessments use grading systems for evaluations. For instance; if you are a sales person, the most important skill required is communication and the most important task is to generate sales. You may have an evaluation sheet for skills alone that shows something like this: Communication 30%, Self-confidence 20%, friendliness 30%, enthusiasm 10%, and self-confidence 10%. In the end, use an objective means to determine your achievement.

Self Assessment Tool

A self-assessment tool, to be compelling, must consider a person's business related qualities, interests, identity and personality type, and aptitudes. These attributes make up your identity, so overlooking any of them will not give you a precise answer. We should investigate every one.

- **Business or work-related Values:** Your qualities are the thoughts and convictions that are critical to you. Your work-related qualities can incorporate self-sufficiency, prestige, security, relational connections, helping other people, adaptable work routine, outdoor work, recreation time, and high pay. On the off chance that you consider these things while picking a profession, you have a superior shot of accomplishing work fulfillment.
- **Interests:** Your preferences with respect to different exercises make up your interests. E.K. Strong and different psychologists and therapists found numerous years back that individuals who share comparative interests likewise appreciate a similar sort of work. In view of this hypothesis, he created what is currently called the Strong Interest Inventory, an evaluation that is used by numerous professional and career advancement specialists to help their customers with career planning.
- **Identity or Personality Type:** Your identity or your personality comprises your social characteristics, motivational drives, needs, and states of mind. Carl Jung, a Swiss specialist, built up a hypothesis of identity that is generally utilized as a part of profession arranging and is the reason for the Myers-Briggs Type Indicator (MBTI), an exceptionally mainstream identity stock. Comprehending what your sort is can enable you to pick an occupation since specific identity writes are more qualified to specific professions, and in addition workplaces, than are others.
- **Aptitude:** Aptitude alludes to a person's common ability, took in the capacity, or ability to obtain an expertise. Cases incorporate math, science, visual workmanship, music, verbal or composed correspondence, perusing perception, rationale and thinking, manual finesse, mechanics, or spatial relations. You may have numerous aptitudes. It is imperative to remember that having a fitness for something, does not mean you will fundamentally like doing it. On the other hand you may appreciate doing it, yet not for work. That is a comment as a top priority when you pick a vocation.

Types of Self- Assessment Tools

Big Five Personality Test:

The Big Five personality test which was developed based on the Big- Five Factor Markers from International Personality Item Pool which was originally developed by Goldberg in the year 1992 is one of the most commonly used model for personality assessment and self-assessment in academic psychology. The test comprises of fifty items that the participant must rate on how true they feel about the particular statement on a five-point scale, where:

1=Disagree, 3=Neutral and 5=Agree.

The test model scores people based on the candidate's scores on the five noteworthy measurements and dimensions of identity with this experimentally approved mental evaluation.

- **Openness to Experience** – How much do you enjoy art, expressions, abstract ideas and artistic expression?
- **Conscientiousness** – How much do you put off immediate and instant gratification in order to conquer and achieve long-term goals?
- **Extraversion** – How much are you inclined to turn to the outside world for stimulation and excitement?
- **Agreeableness** – How much and how often do you put others ahead of yourself?
- **Neuroticism** – How likely and how fast are you to bounce back from stressful events?

RIASEC Test:

RIASEC or the Holland Occupational Themes which was developed by John L. Holland starting in the 1950s is a theory of personality used commonly in social and academic psychology which focuses solely on career and vocational choices. This test essentially groups the participants into six different categories of occupation based on their suitability. This six types of personality which are defined by the test yield the acronym of RIASEC. This test has become one of the most dominant self-assessment tools used in recruitment as well as for career counseling purposes. The test includes 48 tasks which the participant needs to rate by considering how much they like or enjoy performing these tasks on a scale of:

(1) dislike (2) slightly dislike (3) neither like not dislike (4) slightly enjoy (5) enjoy.

DISC Test:

Psychologist William Moulton Marston developed the DISC theory which later was developed into the behavior assessment tool commonly known as DISC. This test revolves around four different behavioral traits: dominance, inducement, submission, and compliance.

DISC profiles help you in understanding:

- Increase your self-information: how you react to struggles, what propels and motivates you, what causes you stress and how you tackle issues
- Enhance working connections by perceiving the correspondence needs of colleagues
- Encourage better collaboration and instruct profitable clash
- Create more grounded deals aptitudes by recognizing and reacting to client styles
- Oversee all the more viable by understanding the attitudes and needs of representatives and colleagues
- Turn out to be more self-learned, balanced and successful, pioneers.

Dominant

- Direct
- Demanding
- Decisive
- Determined
- Doer

Inspiring

- Influencing
- Impressionable
- Interactive
- Impressive
- Involved

**Cautious**

- Calculating
- Competent
- Conscientious
- Contemplative
- Careful

Supportive

- Stable
- Steady
- Sweet
- Status-quo
- Shy