QUALITY ENHANCEMENT CELL

The University of Lahore

Proforma A-3: Self Assessment

Name:_____ **Designation:** _____

Department:_____**Contact#:**_____**Email:**_____

This data will be held in confidence & is only used to understand how you assess your personal abilities. Using this data, QEC Learning Centre will design much more suitable and effective trainings, workshops, seminars & other activities for you and your department. Your open and frank self assessment will be highly recommended and much appreciated.

Very High 5 **High 4** **Medium 3** **Low 2** **Very Low 1**

Questions		**Rate**
1. Do you prefer to work in an interdisciplinary team?		
2. Do you think you have capabilities to lead a team?		
3. When you face adversity, how well can you communicate?		
4. Are you confident about your presentation skills?		
5. Can you plan your work in advance and in detail?		
6. Your capacity to adapt to new situations.		
7. You find yourself capable of generating new ideas (Initiative and entrepreneurial spirit)		
8. Can you make an important decision without having to consult others?		
9. Elementary computing skills (in word processing, Excel, database, other utilities)		
10. Elementary internet skills (in article browsing, social media, emails, LinkedIn, etc)		
11. Elementary computing skills (in mathematical and analytical skills).		
12. Do you prefer to meet new peoples & make new friends and contacts?		
13. Do you generally feel anxious in new social situations where you may not know what is expected of you?		
14. Do you need regular supervision (under which you are employed)?		
15. Rate yourself in solving your work related problem.		
16. Elementary business communication skills (writing letters, official memos, emails etc)		
17. Name any two skills, in which you think you have lack of knowledge.		
18. Name any two skills, in which you think you are competent & have ample knowledge.		