

Personal assessment

Nowadays, getting a job has become a very competitive and hard business. therefore, your success in the world of work mostly depends not only on your personal qualifications, experience, skills and competences, but also on your self-knowledge and ability to prove that you are the right person for the position you are applying for. This is a difficult but fundamental task that is the starting point for any personal and professional development and career.

Assessing what you are and planning what you should do to improve yourself gives you the opportunity to ask yourself some questions, to reflect on your answers, to understand your weaknesses and the areas you may need to develop. It is a way to highlight your strengths and the resources and actions you should take in order to reach your goals. What is more, it can help you to identify what you really need and want, so as to be ready to face any tricky question at a job interview.

A **personal development plan** (PDP), therefore, is the process of creating an action plan based on awareness, reflection, goal-setting and planning for personal development within the context of a career, education, relationship or for self-improvement.

In conclusion, it is really important to reflect on yourself and on how you could get better because there is always room for improvement.

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PAIR WORK Answer these questions. How many “NO” answers have you got? What could you do to turn your answers into “YES”? Discuss with your partner and share your opinions with the class.

	YES	NO
1. Can I use and adapt my academic skills in different fields (analysis, synthesis, evaluation, argumentation, language competence)?		
2. Can I manage my time effectively (meet deadlines, get to appointments/classes on time)?		
3. Do I set realistic objectives and priorities before starting a job?		
4. Do I monitor, evaluate and adapt my performance to different situations?		
5. Can I take responsibility and deal with criticism constructively?		
6. Do I keep informed and regularly attend refresher courses?		
7. Can I plan and work with others, respect their views and values, and adapt to the needs of the group/ team (take initiative, lead, delegate, stand back or negotiate)?		
8. Can I present oral/visual information using IT support?		
9. Can I use an appropriate written and oral language in a range of activities (essays, reports, presentations, interviews) using appropriate formats, spelling, grammar and punctuation?		
10. Can I listen actively and effectively?		