# BAY AREA EXECUTIVE COACH

*THINK MORE - LEAD BETTER*

## Self Assessment after hiring into a new role

Download and complete this self-assessment to hone in on the key areas to strengthen to establish credibility, build strong relationships, and make a lasting positive impression in your new position. Study our other resources and consider coaching to further your development.

| SOCIAL INTEGRATION | Excellent | Good | Could be Better | Needs Work |
|---|---|---|---|---|
| Have you made a concerted effort to introduce yourself to coworkers? | | | | |
| Are you having lunch and breaks in open areas (when at the office) so you run into people by chance? | | | | |
| Have you connected with peers on a personal level by sharing a meal or coffee break together? | | | | |
| Have you discovered ways you can expand your visibility within the organization? | | | | |

| PROFESSIONAL PERFORMANCE | Excellent | Good | Could be Better | Needs Work |
|---|---|---|---|---|
| Have you learned new skills on the job? | | | | |
| Have you demonstrated ways you've added value to your company? | | | | |
| Have you achieved some quick wins since being hired? | | | | |
| Are you organizing and prioritizing your work effectively? | | | | |
| Are you participating actively in team meetings or discussion groups? | | | | |

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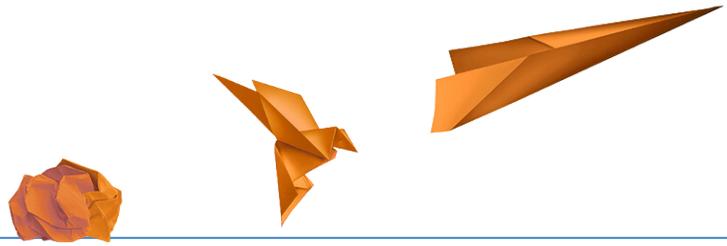
| PROFESSIONAL PERFORMANCE (cont'd) | Excellent | Good | Could be Better | Needs Work |
|---|---|---|---|---|
| Are you contributing new ideas and useful suggestions? | | | | |
| Are you challenging yourself to be better at what you do, to grow your position? | | | | |
| Have you become familiar and capable with the software you need to use in your role? | | | | |
| Have you established a good rhythm of communication with your boss? | | | | |
| Do you understand your manager's key goals for the next 6 months? | | | | |
| Has your manager clarified what they want you to achieve in the next 6 months? | | | | |

| WORK/LIFE BALANCE | Excellent | Good | Could be Better | Needs Work |
|---|---|---|---|---|
| Have you established your personal boundaries and learned to say "no" when appropriate, and in an appropriate way? | | | | |
| Are you maintaining your outside-of-work professional network to retain prior relationships? | | | | |
| Are you able to relax and have time away from your work as you would like? | | | | |