

Up to Mid-Level Management

Self Assessment after hiring into a new job

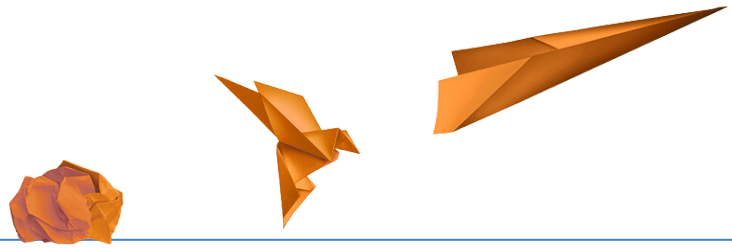
Download and complete this self-assessment to hone in on the key areas to strengthen to establish credibility, build strong relationships, and make a lasting positive impression in your new position. Study our other resources and consider coaching to further your development.

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?				

BAY AREA EXECUTIVE COACH

THINK MORE - LEAD BETTER



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?				