



**Project Number: 2022-1-CY01-KA220-VET-000086365**

**Tool 3: Employee self-assessment Tool**

**Template for Evaluation and Analysis of Employee Appraisal and Needs**

| Employee Information | |
| --- | --- |
| Employee Name |  |
| Position/Title |  |
| Department |  |
| Date |  |

**Part 1: Evaluation of work life**

Mark the box you think suits your mood the best

*Each following sentence is supposed to let you reflect on your day in bits:*

|  | **😠**  **Very Bad** | **😔**  **Bad** | **😌**  **Okay** | **🙂**  **Good** | **😃**  **Great** | **I haven’t noticed** |
| --- | --- | --- | --- | --- | --- | --- |
| **How did you sleep last night?** |  |  |  |  |  |  |
| **How was your trip to work?** |  |  |  |  |  |  |
| **How was your morning at work?** |  |  |  |  |  |  |
| **How was your lunch break?** |  |  |  |  |  |  |
| **How was your afternoon at work?** |  |  |  |  |  |  |
| **How did you feel when you got off work?** |  |  |  |  |  |  |

*The following questions refer to your general well-being during your work day. Keep marking the boxes that reflect your opinion on each question:*

|  | **😠**  **Very Bad** | **😔**  **Bad** | **😌**  **Okay** | **🙂**  **Good** | **😃**  **Great** | **I haven’t noticed** |
| --- | --- | --- | --- | --- | --- | --- |
| **How were your conversations with your co-workers if you had any?** |  |  |  |  |  |  |
| **How were your conversations with your manager if you had any?** |  |  |  |  |  |  |
| **How were your sufficient mental resources today in general?** |  |  |  |  |  |  |
| **How were your sufficient physical resources today in general?** |  |  |  |  |  |  |

**Have you had any memorable conversations or interactions at work today?**

Write down your reflections

*This could be an informal conversation you had with your coworker during a break, or something you told someone at a meeting. It could also be a conversation with your manager about something important or maybe something fun.*

| **Good (optional)** | **Bad (optional)** |
| --- | --- |
|  |  |
|  |  |
|  |  |

**What was the best and worst thing that happened at work today?**

Write down the best thing in the box called ‘BEST’ and the worst thing in ‘WORST’

*If you can’t recall anything specific from your work today, you may write one thing you like the most at the moment during your work day and put it in the ‘BEST’ box – likewise, you can write what you find most challenging at the moment if you can’t think of anything from today specifically to put in the ‘WORST’ box.*

| **BEST** | **WORST** |
| --- | --- |
|  |  |

**Part 2: Self-awareness and reflection**

Mark the box you believe reflects your feelings the most

*Rate the frequency of the events in the following statements according to your experience:*

|  | **1. No, I didn’t**  **(never)** | **2 Not that much**  **(rarely)** | **3 At few points**  **(sometime)** | **4 Most of the day**  **(often)** | **5 Almost all day**  **(very often)** |
| --- | --- | --- | --- | --- | --- |
| **Did you like the work you were doing today in general?** |  |  |  |  |  |
| **Did you do something you know you are good at today?** |  |  |  |  |  |
| **Did you feel confident doing your work tasks?** |  |  |  |  |  |
| **Did you feel lonely today?** |  |  |  |  |  |

The next questions allow you to both mark the box and then you have the opportunity to reflect and elaborate on your experiences.

|  | **1. No, I didn’t**  **(never)** | **2 Not that much**  **(rarely)** | **3 At few points**  **(sometime)** | **4 Most of the day**  **(often)** | **5 Almost all day**  **(very often)** |
| --- | --- | --- | --- | --- | --- |

| **Did you do something new today?** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |

*If you did something new, what did you do (write a brief text, could be in bullets, or in notes)?*

| **What I did** |  |
| --- | --- |

*Did you like the new thing you did?*

| **Yes** | **No** | **I didn’t do anything new** |
| --- | --- | --- |
|  |  |  |

|  | **1. No, I didn’t**  **(never)** | **2 Not that much**  **(rarely)** | **3 At few points**  **(sometime)** | **4 Most of the day**  **(often)** | **5 Almost all day**  **(very often)** |
| --- | --- | --- | --- | --- | --- |

| **Did you feel busy today?** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |

*If you felt busy, did you feel busy in a good way or in a bad way?*

| **Good way** | **Bad way** | **I didn't feel busy** |
| --- | --- | --- |
|  |  |  |

|  | **1. No, I didn’t**  **(never)** | **2 Not that much**  **(rarely)** | **3 At few points**  **(sometime)** | **4 Most of the day**  **(often)** | **5 Almost all day**  **(very often)** |
| --- | --- | --- | --- | --- | --- |

| **Did you laugh today at work?** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |

*If you did laugh at something, what was it (write a brief text, could be in bullets, or in notes)?*

| **I laughed when/of** |  |
| --- | --- |

|  | **1. No, I didn’t**  **(never)** | **2 Not that much**  **(rarely)** | **3 At few points**  **(sometime)** | **4 Most of the day**  **(often)** | **5 Almost all day**  **(very often)** |
| --- | --- | --- | --- | --- | --- |

| **Did you need help today?** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |

*If you needed help, did you get it?*

|  | **I didn’t get any help** | **I got some help, but not enough** | **I got the help I needed** | **I didn’t want any help** |
| --- | --- | --- | --- | --- |
| **How was the help?** |  |  |  |  |

**Part 3: Employee Goals**

Reflect on the questions and write down your answers

*You can choose yourself, whether your answers should be in bullets or in sentences. If you don’t need any help implementing your goals, you don't have to answer the follow up question regarding who you need help from.*

|  | |
| --- | --- |
| **1.** | **Do you have any expectations for your work tomorrow?:**  **Do you need to ask anyone for help, if so who?:** |
| **2.** | **Do you have a goal regarding your social interactions or communication at work?**  **Do you need to ask anyone for help, if so who?:** |
| **3.** | **Is there anything you want to accomplish in your future work:**  **Do you need to ask anyone for help, if so who?:** |