



## Self-Assessment Guide

**To complete a self-assessment follow the steps below:**

### Completing a Self-Assessment

1. Press 'Run a Self-Evaluation' and then select 'Start Evaluation' to begin your self-assessment.
2. Answer the questions by selecting the option that you find most appropriate.
3. Below each question, you can 'add a comment' or 'upload a file' to provide additional evidence to your answer. This is optional.
  4. Click on 'next question' button at the bottom of the screen to progress
5. At the top of the screen, you can see a completion bar that will show your percentage to completion.
6. Once you have answered all the questions, you can either submit your evaluation or review your answers
7. Once you are ready to submit your answers, confirm by click on 'Submit'

### Results and Resources

8. You will be presented with a summary of your evaluation. Here you can see your average rating displayed either numerically or with the rating title.
9. Below you can see the breakdown of your answers. For the competencies you scored lowest, additional resources can be available to support you in your development of this competency. Simply click on the answer and go through the available resources under each competency.

### Report

10. To gain an in depth review of your self-evaluation, press on 'View report'
11. On the top you will find a summary of your evaluation results.
12. Below you can see how your answers plotted against the competency framework. You can assess where are your strengths and your weaknesses.
13. Click on each competency to drill down into the competencies and find out how you scored.
14. Below this radar diagram you can see an additional breakdown per question
15. At the top of this page, you can print your report or download it as a csv file. You can also navigate back to the supporting resources. (check mark icon)

## Review Results and Report

16. Once you close your report, you can always return to it under your profile. Click on your name on the top right corner and then go to 'View profile' and 'Evaluations'. Click on 'View Report' to go back to your report.