

SELF-EVALUATION

Self-evaluation is a reflective process where an individual assesses their own performance, skills, and personal growth.

DEFINITION

Self-evaluation is a powerful tool for understanding your own strengths, weaknesses, achievements, and areas of improvement. It is most commonly employed in work, school, and personal development. Through this practice, individuals can identify their progress towards specific personal goals, professional goals, and educational goals.

EXAMPLE

A self-evaluation of time management:

- **Strengths:** I have consistently met all project deadlines, which demonstrates my effective scheduling and prioritization skills.
- **Weaknesses:** I often find myself needing to work extra hours in the final week before the deadline.

Administrative Assistant Self Evaluation Answers

Liying Dong



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