Self Assessment Tool
Step-by-step instructions

Enter >
Self Assessment

The tool allows you to rate yourself against the competences in your list and record evidence about your performance in relation to those competences. It will show the results of your assessment in a graphical format that easily enables you to see your areas of strength and areas for development.

You can also use the self assessment tool to demonstrate how you have improved and developed by taking the assessment against your role profile list. This will highlight areas for development and when you take the self assessment again, at a later date, graphically demonstrate areas of improvement.

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Logging in

In order to access the full functionality of the self assessment tool you must login if you have an account. If you don’t have an account you will need to register for one.

The self assessment tool is one of the tools to help you assess your skills against the competences required for your role.

1. **Log in** - click on the log in button to log in.
2. **Username** - enter your username and password to log in.
3. **Log in** - click on login to submit your credentials and access the tools.
4. **Forgotten your password** - if you have an account but forgotten your log in credentials click on forgotten your password link and follow the on screen instructions to reset your password.
5. **Register for account** - please click and follow the on screen instructions to register for an account.
Getting Started

1. From the Competence Application Tools main page click the ‘Self Assessment’ link.

2. To Start a new Self Assessment click once on “Start a new Self Assessment”

The tool enables you to measure your level of competence against a specific list of competences. It is therefore a prerequisite that you have created a list using the Health Functional Map, Competence Search Tool and/or Career Framework tool.
### Sharing Lists

As a supervisor you may want to create competence lists/profiles for staff members. You can then ask staff to use the list that is appropriate for their role to undertake a self assessment (using the self assessment tool) in their own login area. This enables them to rate their level of skills and knowledge against the competences that are relevant to them and the result of their assessment can be printed off and brought to the appraisal meeting to inform discussions.

1. Select the list/folder by clicking on it once. If successful your list/folder will be highlighted.

2. Once list/folder has been highlighted click on ‘Share’.

3. Enter the recipients details in the recipients username/email.

4. Check the option to determine the access right to the list/folder being shared.
   - Read-Only: allows read-only access to the list being shared
   - Amend: allows the recipient to amend the list

5. Click on ‘Add >>’ to forward the list to the user.

6. View of the My List after list/folder is shared. The user will receive an email advising them that a list has been shared.
Once a list/folder has been shared the recipient will receive an email notifying them of the list they have received and the steps they need to take in order to add the list to their My List account.

**Receiver**

These are the steps the recipient needs to follow to receive the list in their My List:

1. Click on the link which is in the email that has been received from the Skills for Health Tools Team to accept the list as your own.
2. Login to your account once prompted.
3. Accept the shared list after you have logged in by clicking on ‘Save Changes’.
4. View of the My List after accepting the shared list.
Saving the list to your folder

1. If the list you are using has been sent to you then you will need to save it into your own lists. To do this highlight the list to copy.

2. Click on “Copy”

3. Type in the name you would like to call the list and any other details required and click on “Save Changes”

4. View of the My List after copying the shared list.
Starting your assessment

**Step 1 of 3**
To begin your self assessment click on the list that you would like to use and then click “Continue”

**Step 2 of 3**
1. All the competences from the list you have selected will be listed. You must select only one of the five criteria for each competence by clicking in the relevant circle. The criteria include:
   - A. I do not know the knowledge and skills required
   - B. I know the knowledge and skills required but I don’t have them
   - C. I know and am developing the knowledge and skills
   - D. I have the knowledge and skills but don’t use them
   - E. I have the knowledge and skills and use them regularly

**Viewing Competences**
If you require more information on the competences included in your list you can view details in several ways:
2. **Summary** - by clicking on the title of the competence you can view a brief summary
3. **View HTML** - by clicking on “view HTML” a new window will open with the full competence details
4. **Viewing as a PDF** – by clicking on the icon the full competence details can be viewed, saved or printed
5. When you have rated your performance on each competence and reached the end of the page, you have the option to put in details of any evidence you wish to record. You can then save your changes
Results of the assessment

Step 3 of 3

1. Your results will be displayed as a chart format with the date you took the assessment at the top right of the page.

2. By clicking on the title of the competence you can read the summary again for information.

3. You can retake an assessment by returning to the main page and clicking on “Retake assessment”. This will replace any previous selections you made.

Printing your results

You can print off the graph and take it to development meetings with your manager by using the print function in your browser.
Reassessing the assessment

You can reassess yourself periodically so you can see your progress in competence achievement over time.

The self assessment tool can be used as many times as you want, so you can demonstrate development over several months or even years depending on how frequently you wish to reassess.

1. Return to the self assessment home page
2. Click on “Start a new self assessment”
   Repeat steps 1 and 2 above ensuring you use the same list you used the first time
3. Your results from your self assessments will be displayed graphically to show the progress made between tests