

Self Evaluation Questionnaire

Put a score in the box by each question for how you feel about having to cope with each activity. At the end of the questionnaire add up your score total then refer to the 'Score Interpretation'.

'Could handle this' Score 4

'Could handle this with training' Score 3

'Would be uncomfortable handling this' Score 2

'Could not handle this' Score 1

Activity	Score
1) Using your judgement to evaluate available data and to make decisions	<input type="checkbox"/>
2) Contributing to making policy	<input type="checkbox"/>
3) Working on several projects at a time	<input type="checkbox"/>
4) Making decisions which may make you unpopular with your staff for a time	<input type="checkbox"/>
5) Attending meetings to brief senior staff	<input type="checkbox"/>
6) Reading a large volume of documents and absorbing the content	<input type="checkbox"/>
7) Meeting and conversing with people at all levels inside and outside the organisation	<input type="checkbox"/>
8) Remaining calm and logical whilst working to tight deadlines and under pressure	<input type="checkbox"/>
9) Having to justify your position on a matter, sometimes to those at a senior level	<input type="checkbox"/>
10) Building a network of contacts inside and outside the organisation	<input type="checkbox"/>
11) Representing the Highways Agency to the public	<input type="checkbox"/>
12) Taking responsibility for staff and resources	<input type="checkbox"/>
13) Doing your own word processing and information handling on a computer	<input type="checkbox"/>
14) Pitching in until the work is done in a crisis	<input type="checkbox"/>
15) Having the determination to work through busy times	<input type="checkbox"/>
16) Having a productive working relationship with people inside and outside the organisation whether or not you like them	<input type="checkbox"/>
17) Motivating staff who are not performing at their best	<input type="checkbox"/>
18) Communicating your ideas confidently and persuasively	<input type="checkbox"/>
19) Finding creative solutions to problems	<input type="checkbox"/>
20) Leading by example and within a framework of values	<input type="checkbox"/>
21) Listening to others, picking up salient points and questioning to elicit relevant information	<input type="checkbox"/>
22) Conveying a sense of direction and purpose to a team of staff	<input type="checkbox"/>

23) Handling change positively and being adaptable in new situations	<input type="checkbox"/>
24) Sharing your vision and enthusiasm to influence others	<input type="checkbox"/>
25) Setting goals and devising a strategy on how to reach them	<input type="checkbox"/>
26) Preparing carefully in advance of events	<input type="checkbox"/>
27) Working with numerical data and statistics	<input type="checkbox"/>
28) Enjoying new experiences	<input type="checkbox"/>
29) Maintaining your own standards of integrity even in challenging situations	<input type="checkbox"/>
30) Delegating tasks	<input type="checkbox"/>
31) Monitoring your own work and that of others to achieve goals	<input type="checkbox"/>
32) Developing the skills of a team of staff	<input type="checkbox"/>
33) Understanding the impact of decisions and actions on others and the organisation	<input type="checkbox"/>
34) Expressing ideas and communicating clearly in writing	<input type="checkbox"/>
35) Understanding key business issues	<input type="checkbox"/>
36) Being willing to take controlled risks	<input type="checkbox"/>
37) Working effectively as a member of a team	<input type="checkbox"/>
38) Understanding disappointment	<input type="checkbox"/>
39) Setting high standards for self and others	<input type="checkbox"/>
40) Being committed to your own job, your team and the organisation	<input type="checkbox"/>
41) Gaining satisfaction from personal achievement	<input type="checkbox"/>
42) Being customer focused	<input type="checkbox"/>
43) Dealing equally effectively with challenging, exciting and mundane tasks	<input type="checkbox"/>
44) Anticipating situations, changes and the needs of others	<input type="checkbox"/>
45) Being self-disciplined in work and learning situations	<input type="checkbox"/>

Score Interpretation

120 and above If you have been honest with yourself, you seem to be confident about most aspects of the work. We hope you decide to apply.

90 to 119 You seem to be reasonably confident about the majority of the work and feel that with training you would be able to achieve the required competences. If you feel happy to make an application, please continue to do so.

65 to 89 You appear to be uncertain about your ability to carry out many aspects of the work. Consider carefully the aspects you feel uncomfortable about before deciding to apply.

64 and below Think very seriously before applying. It is likely that you may be unsuited to the work if you feel uncomfortable about so many aspects.