**Self-assessment example**

The following is an example of a self-assessment report to give you an idea about the format and content that it should include:

**Self-assessment for Lisa Stanley**

**Graphic Designer**

***Strengths:***

*I am a dedicated professional who understands my work as a graphic designer and the responsibilities that go with the role. My greatest strength is my creativity. Each of my designs is unique and I always look for a special angle to make my work stand out. During my work with the company, I have also trained myself to combine creativity with business sense. An example of this is when we had to alter the creatives from our in-store campaign so that they would not look too distracting on our e-commerce website.*

\***\*Weaknesses:\*\***

*Sometimes I struggle with time-management as I focus too much on the little details of a design. I often get so immersed in my work that I neglect my other duties. Currently, I am working on being more organised with the help of daily planners and mobile alerts.*

***Core values:***

*I believe in teamwork and cooperation with other employees in the workplace. I demonstrate this by listening to the opinions of others respectfully. I try not to be an obstacle when there are disagreements, but try to work things out as much as possible.*

*I value respect and clarity among colleagues. Clear direction is integral to my work as a graphic designer because it inspires me to come up with more creative ideas.*

***Accomplishments:***

*I am dedicated to my work, sometimes staying beyond office hours. However, I try to keep my work in perspective and I don't let it affect my personal life. I try to maintain a work and life balance because this makes me a more effective and energised team member.*

***Goals:***

*As the company expands to different regions in Australia, my goal is to take on a leadership position in design. Currently, I am also studying for a master's in design with a minor in business management to prepare me to take on this role. I believe my creative ideas, quality execution and people skills have demonstrated my preparedness to take on more responsibility within the company.*