**Evaluate Role and Skills**

Before you can move forward, you need to figure out where you are. Spend some time with your job description and your performance goals to identify the top skills and qualifications you need to be successful where you are. Then, give yourself an honest rating on each one. Are you Novice (needs to develop), Intermediate (have some experience), or Advanced (have developed mastery over this skill area)? To take the evaluation one step further, ask your manager for their assessment and compare the ratings.

**Current Role:**

**Self-Assessment Manager’s Assessment**

**Top Skills and Qualifications (Novice, Intermediate, Advanced) (Novice, Intermediate, Advanced)**

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