

The Performance Wheel (work-based competencies assessment)

The purpose of this tool is to help you assess where you are right now against your key competencies that are indicative of your success in your role at work.

To complete this assessment first choose up to 6 competencies that are key to your success in your role at work. These might be competencies such as report writing, managing meetings, presentation skills, influencing others, IT skills, organisational skills and so on.

1. In the spaces in the outer rim of the wheel, write in the competencies that are key to success your role (one in each segment of the wheel)
2. Gather evidence, therefore think of examples to assess and make a judgment of your performance for each competency (think of examples that support your scoring).

It is not enough to say that you're a strong communicator – you might be – however what evidence and examples do you have that support this and therefore the score out of 10 you will give that competence? Work your way around the wheel

3. Use the support of a colleague or coach if you can to give you feedback on each area
4. Using the rating process (and appropriate guidance), decide where you feel the performance for each competency sits on the wheel. Mark this on the wheel for each competency segment.

You could ask yourself the following questions to help you with your assessment:

What are the key areas of competence key to the success of my role?

What examples can I think of where I am delivering that area of competence?

Do these examples demonstrate a low, medium or higher level of competence?

What do other people tell you about how well you do each of these competences?

Out of 10, 1 being very low competence and 10 being that you demonstrate a high-level competence what are your scores for each area?

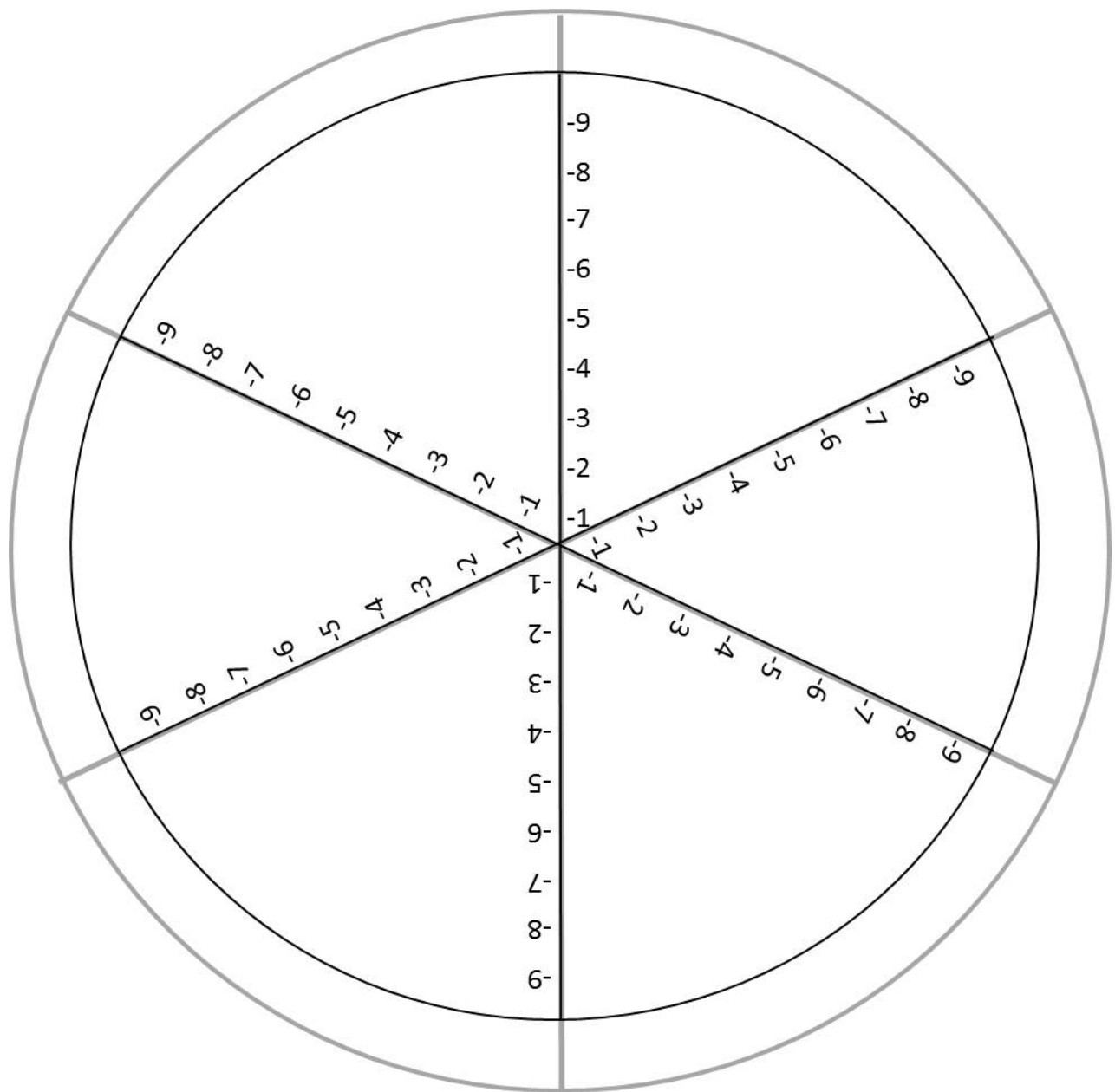
Mark your points on the wheel and then join them up to show you how 'even' the wheel is

For scores below 2 consider that these need development and maybe quite quickly

For scores below 5 consider that these could be areas you are already developing or that also need some development

For scores below 8 you may have a necessary level of competence to be able to deliver it to a required level – however do not ignore these scores, could this be an area you could, with some development, move up to a 9 or 10

The Performance Wheel



| Assess your scores | |
|--------------------|--|
| 9-10 | Working at high levels of competence |
| 6-8 | Working at an acceptable level of competence |
| 3-5 | This is either developing or requires developing |
| 0-2 | Development needs to be addressed |