

APHL
Lab Director Transitions Guide
Online Toolkit

[Headline]
Self-Evaluation Form

Tracking effectiveness in your new role

Self-evaluation is a critical component of a director's onboarding process. Assessing your own skills as they develop will help provide goals and direction for the lab as a whole. Self-evaluation can also help drive a mentorship relationship in the direction appropriate for both the mentee and the organization.

We recommend using this form after the first month for self-evaluation as you progress in the new director position. Rate your response to the following statements using a scale of 1 to 5.

- I have been an active and engaged participant during the first month of my employment.
- My job description accurately describes my work functions in the laboratory.
- My job duties are clearly defined by my supervisor.
- I have developed an understanding of the expectations of my position.
- When arriving at work, I am ready to perform my work functions.
- I am comfortable seeking out assistance from surrounding leadership and staff.
- My role as leader matches my definition of a good leader.
- My leadership style matches the style the laboratory warrants.
- When confronted with a situation outside my realm of expertise, I will seek assistance openly.
- I have met with or planned meetings with important stakeholders within and outside of the lab.
- I enjoy my work.
- I have encouraged a lab environment based on quality, teamwork, and safety.
- I have thought out and documented both short- and long-term goals for the lab.
- I have set up and maintained an open-door policy with all staff members.
- I feel confident using computers and complicated equipment during my work tasks.
- I feel comfortable admitting that I do not know the answer if asked a question.
- My work assignments are completed in a timely fashion.
- I have been a proactive, collaborative member of the senior management team.
- I convey information in a clear, concise, and easy to understand manner.
- I follow through with all of my assignments and commitments.
- I feel I manage my time effectively.
- My interactions with my mentor help me understand my position and how I fit into the organization.
- I exercise good judgment during my workday.