

Services Assessment: Part 1

Services and Roles Reality Check

1. Think back over your past year of work. In the first column below, list each major job, service or project you were involved with in a short sentence or phrase so that others in the department will understand what it is and write in the role(s) that you played.
2. For each “job” you performed, to what extent do you believe that it fit with
 - a. A key city-wide business objective?
 - b. A high priority concern of the Senior Leadership Team?
 - c. The HR department’s mission and roles (see enclosed)
 - d. Your personal vision?

Type in your response (5-1) using the following scale:

Fits a Great Deal Doesn't Fit At All
 5 4 3 2 1

3. Which “Job(s)” would you prefer to do more of? Less of?

Job/Service/Project Your Role	Fit Key City Obj.	Fit Sr. Leader Priority	Fit HR Mission	Fit My Vision	Want to Do More? Just Right? Want to Do Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?
	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	Great deal 5 4 3 2 1 Not at all	More? Just right? Less?

Services Assessment: Part 2

Contracting With Myself

1. How does the work I choose and the roles I take fit into and support my life purpose?

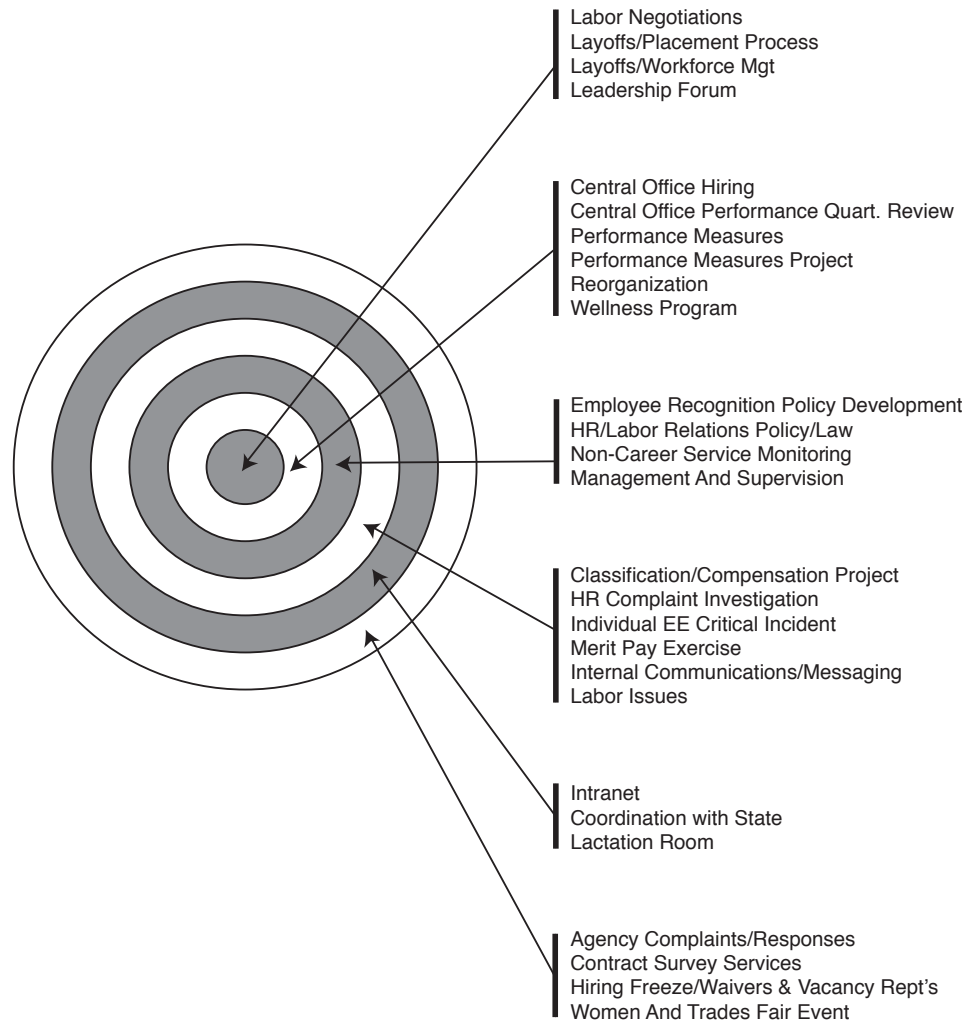
2. What is my personal vision for I what I want to accomplish for the department?

Any specific results I am looking for from my work?

3. How do I like to work with my “clients”? What sort of relationship? Work habits? How, when do you prefer to communicate? Decision making? What do I want from my clients in order to be successful?

4. Is there work I won't take on? When am I likely to say no (even indirectly by forgetting commitments, putting it off or placing it at the bottom of the pile)?

Target Services Data Summary



*The closer to center = The closer fit with a key city business objective, with a high priority concern for the Senior Leadership Team, with the HR Department purpose and roles and with staff's personal vision.