



Professional Assessment Analysis Sheet

Participant's Name: _____ **Date:** _____

Instructions:

Using your completed Self-Assessment, take the Skill Quotient calculated at the end of each Skill Dimension and copy it into the Skill Quotient column in the analysis chart below.

When you have collected Observer Assessments from all the colleagues to whom they were given, average their Skill Quotients along each Skill Dimension and enter the mean for each into the Observer Average column below.

Finally, for each Skill Dimension below, subtract the Observer Average from your own self-assessed Skill Quotient and enter the difference into the final column on the chart. Include any negative numbers.

Analysis:

Study the results. Differences of plus or minus several points may indicate areas to focus on for professional development.

Questions to consider:

- In which Skill Dimensions do others see you performing better than you see yourself? In which ones do you see yourself performing better than your observers perceive you to be performing?
- What do you wish to accomplish in resolving the differences between your self-assessment and that of your colleagues? What sort of timeline will you set for yourself in order to check the progress in your professional improvement?



Skill Set	Skill Dimension	Skill Quotient	Observer Average	Difference
The Educational Enterprise	A. Organization and Administration			
	B. Public Policy and Intergovernmental Relations			
	C. Legal Issues			
Financial Resource Management	A. Principles of School Finance			
	B. Budgeting and Financial Planning			
	C. Accounting, Auditing, and Financial Reporting			
	D. Cash Management, Investments, and Debt Management			
	E. Technology for School Finance Operations			
Human Resource Management	A. Personnel and Benefits Administration			
	B. Professional Development			
	C. Labor Relations and Employment Agreements			
	D. Human Relations			
Facility Management	A. Planning and Construction			
	B. Maintenance and Operations			
Property Acquisition and Management	A. Purchasing			
	B. Supply and Fixed Asset Management			
	C. Real Estate Management			



Skill Set	Skill Dimension	Skill Quotient	Observer Average	Difference
Information Management	A. Strategic Planning			
	B. Instructional Support Program Evaluation			
	C. Instructional Program Evaluation			
	D. Communications			
	E. Management Information Systems			
Ancillary Services	A. Risk Management			
	B. Transportation			
	C. Food Service			

For assistance or additional information, visit the [ASBO International website](http://www.asbointl.org), or contact our Professional Development staff at 866.682.2729 x7074, or by email at aolkin@asbointl.org.