



# SELF-EVALUATION FORM

Please Read Carefully

## 1. "What is a Self-Evaluation Form?"

The Self-Evaluation Form is a tool used to make a significant impression when Renard Hospitality's personnel consultants introduce top-caliber professionals to market-leading companies.

## 2. "What are the benefits of completing the Self-Evaluation Form?"

When you thoroughly and thoughtfully complete a Self-Evaluation Form, you will enjoy four primary benefits:

- i) A Self-Evaluation Form helps to facilitate the often-formidable process of self-assessment and allows you to be as objective as possible in gauging your qualifications.
- ii) A Self-Evaluation Form is more revealing than a resume could ever be and helps us to properly determine your levels of professional expertise and acumen.
- iii) Self-Evaluation Form helps us to better represent you by emphasizing unique and attractive elements of your skill set and experience, as well as the ways you could contribute to our clients' bottom line profitability. This helps us deliver a powerful presentation to top companies.
- iv) A Self-Evaluation Form helps you to prepare yourself to "nail" any interview and secure the job you want with the company you want.

## 3. How do I complete the Self-Evaluation Form?

- i) Block a sufficient amount of time to complete this very important exercise. (60 -90 minutes should be a minimum) DON'T RUSH IT!
- ii) Analyze yourself and what you have done. Always keep in mind that companies are interested in only three things: a) making money, b) saving money and, c) staying around to do more of both indefinitely. ALWAYS KEEP IN MIND THAT NUMBERS TALK...!
- iii) Be able to answer the questions: "WHY SHOULD A POTENTIAL EMPLOYER HIRE ME OVER ANY NUMBER OF EQUALLY QUALIFIED PEOPLE?" (You can bet that you'll be asked this question in an interview)
- iv) Type in your previous accomplishments and potential benefits in the areas provided. This form will expand as you type: IF YOU THINK IT, TYPE IT!
- v) Don't be afraid of giving too much information and don't be afraid of appearing arrogant. Remember: it isn't bragging if you've done it.



| SELF-EVALUATION FORM       |                               |
|----------------------------|-------------------------------|
| Name:                      | _____                         |
| Current Company:           | _____                         |
| Position/ Title - Current: | _____ Salary (Optional) _____ |
| Position/ Title - Desired: | _____ Salary (Optional) _____ |

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| <p><b>GENERAL “STELLAR” PERFORMANCE</b></p> <p>Brag about yourself:<br/>           What have you done to stand out among your peers? Why would our clients want to hire you?<br/>           What can you do for our clients?</p> | <p><b>ACCOMPLISHMENTS</b> (What have you done?)</p> |
|  | <p><b>BENEFIT</b> (Potential value to client)</p>   |
| <p><b>EDUCATION</b></p> <p>How has your education prepared you to help our clients move forward?</p>   | <p><b>ACCOMPLISHMENTS</b> (What have you done?)</p> |
|  | <p><b>BENEFIT</b> (Potential value to client)</p>   |



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| <b>COST SAVINGS</b><br><br>What have you done that has resulted in cost savings for your company? What were the circumstances? How did your results compare to others?   | <b>ACCOMPLISHMENTS</b> (What have you done?) |
|  | <b>BENEFIT</b> (Potential value to client)   |
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| <b>REVENUE GENERATION</b><br><br>What have you done that has resulted in revenue generation for your company? What was the percentage or dollar contribution? Did you have a unique approach or different results from others? | <b>ACCOMPLISHMENTS</b> (What have you done?) |
|  | <b>BENEFIT</b> (Potential value to client)   |
|  |  |
| <b>PRODUCTIVITY IMPROVEMENT</b><br><br>How have you contributed to improving workplace efficiency? Can you support this with figures?  | <b>ACCOMPLISHMENTS</b> (What have you done?) |
|  | <b>BENEFIT</b> (Potential value to client)   |
|  |  |
|  | <b>ACCOMPLISHMENTS</b> (What have you done?) |



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| <b>PROBLEM IDENTIFICATION</b><br><br>What problems have you identified that may have been previously overlooked? What was the problem? What was the solution? Why was it overlooked?                             |  |
|  | <b>BENEFIT (Potential value to client)</b>   |
|  |  |
| <b>OBJECTIVE ESTABLISHMENT</b><br><br>Did you help establish any new goals for your department or company? Did you convince management that they should adopt these goals and objectives? Why were they adopted? | <b>ACCOMPLISHMENTS (What have you done?)</b> |
|  |  |
|  | <b>BENEFIT (Potential value to client)</b>   |
| <b>PROJECT ASSUMPTION</b><br><br>Did you ever undertake a project that was not part of your responsibility just because you liked the problem?   | <b>ACCOMPLISHMENTS (What have you done?)</b> |
|  |  |
|  | <b>BENEFIT (Potential value to client)</b>   |
| <b>JOB REDEFINITION</b>  | <b>ACCOMPLISHMENTS (What have you done?)</b> |
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| Did you change the nature or scope of your job? Why or how did you redefine your position? Have others with similar positions had their positions redefined because of you? Were there changes in responsibility because of this? What were they? | <b>BENEFIT</b> (Potential value to client)   |
|   |  |
| <b>MISCELLANEOUS FEATURES</b><br><br>How else can you benefit a potential employer?   | <b>ACCOMPLISHMENTS</b> (What have you done?) |
|   |  |
|   | <b>BENEFIT</b> (Potential value to client)   |
|   |  |
| <b>CAREER ARC</b><br><br>Where do you see yourself in:  | <b>ACCOMPLISHMENTS</b> (What have you done?) |
|   | 6 Months:<br>_____                           |
|   | 12 Months:<br>_____                          |
|   | 5 Years:<br>_____                            |
|   | <b>BENEFIT</b> (Potential value to client)   |



|  |            |
|--|------------|
|  | 6 Months:  |
|  | 12 Months: |
|  | 5 Years:   |