



Employee Self-Assessment Form



Candidate Details			
Candidate Name	Karrar Ali Naji Entaki	HFY No	HFY 5514
Start Date in HFY	20-10-2013	Department	HSE
Current Position	Safety supervisor	Education Degree	Bachelor of Software Engineering
Next Position	snr sup	Years of experience	10
Date of Self-Assessment Dispatched		2022-03-03 08:00:00	
Date of Self-Assessment Submission		2022-05-16 17:00:00	

المقدمة:

يعتبر هذا النموذج للتقييم الذاتي جزءاً وبداية عملية تحليل احتياجات التدريب، فنحن نقوم حالياً بجمع البيانات باستخدام عدد من الطرق، مثل الاستبيانات والمقابلات الشخصية والتقييمات النظرية، وذلك لتحديد الاحتياجات التدريبية لكل من الموظفين العراقيين في هذه الشركة، ولمعرفة وتحديد خطة تدريبية محدده لتطوير المهارات المطلوبة لكل وظيفة. باختصار فإن عملية تحليل احتياجات التدريب تهدف لتحديد ماهية التدريب المطلوب لكل موظف وذلك لتطوير الاداء. شكراً جزيلاً لكم ونحن ننتظر تعاونكم الكامل معنا من أجل تطوير مهاراتكم الوظيفية من خلال خطط التدريب والتطوير لكل منكم. الرجاء اجابة الاسئلة الموجودة في هذا النموذج:

INTRODUCTION:

This "Employee Self-Assessment Form" is a part of the Training Needs Analysis (TNA) Process, we are gathering data using different methods, like Questioners, Personal interviews, writing Assessment and Surveys, to determine training needs of each employee, to find out what the skills gaps are within each Employee, this helps their development and creation of a robust training plan.

In short, TNA is the method of determining if a training need exists and, if it does, what training is required to fill the gap, the gap between the present status and desired status may indicate problems that in turn can be translated into a training need.

Kindly answer the following questions, once you have completed this form, return it your supervisor prior the submission date mentioned above:

1. List your actual functions in your current position:

Daily HSE Inspections PCH BC, reports HSE meetings weekly reports , contractors meeting HSE incident notifications work shop inspections and contractors HSE inspections.
loading & offloading inspections, lifting inspections.

2. What aspects of your job do you enjoy the most? What aspects do you enjoy the least?

to get more informations and develop my self at the site

3. Are there any aspects of your job that aren't part of your actual job description? If so, what are they?

get more responsible.

4. Is there any part of your job that you would prefer to do more than another? If so, what is that part and why do you prefer it?

the lifting operations, because it's defecult to deal with such as these operations.

5. What was your greatest achievement during this performance period? What accomplishment(s) are you most proud of?

all the HSE system and prosedures has been followed by the related Dept.

6. What aspects of your job do you consistently perform well?

HSE daily Inspections.
7. Name some unmet goals that you could have come closer to reaching during this performance period? What would have helped you achieve those goals?
N/A
8. List what skills you would like to improve during the next performance period
HSE informations and profisional way inspectons.
9. What achievable goals are you interested in setting for the next performance period?
self development.
10. What classes, workshops, conferences, coaching, or support would help you perform better and help you achieve your goals?
HSE trainings.
11. Please list your long-term career goals. In what ways could the organization help you to prepare for these goals?
HSE safety trainings.