

## ACTIVITY 4.6.2



Can you develop a procedure (including a tool, such as a questionnaire) for a job broker's self-evaluation? Include the aspects of a job broker's role you consider important. Please describe also the process you are going to follow in order to develop this procedure/protocol.

You are encouraged to do your own research both on a job broker's role and occupational profile (job broker website) and self-evaluation procedures and tools. Resources that might help are included below:

<http://www.businessdictionary.com/definition/self-evaluation.html>

<http://www.hr.virginia.edu/uploads/documents/media/Conducting a Self Evaluation.pdf>

<http://www.cio.com/article/2386859/careers-staffing/careers-staffing-10-tips-for-making-self-evaluations-meaningful.html>

While developing your procedure, pay special attention to:

- **PURPOSE** (WHY?)
- **POLICY** (WHAT?)
- **USER INVOLVEMENT** (WHO/FOR WHOM?)
- **CLARITY**
- **ACCURACY AND COMPLETENESS**



- FEEDBACK AND CONTROL

- MEASURABILITY

