

Creating an Internal Assessment Survey

Student's Name

University Affiliation

Capstonewriting.com

Introduction

Internal self-assessments are vital tools that assist organizations to understand skills and competence deficiencies (Nilsson & Anderson, 2011). They act as channels for collecting valuable information, which can be used for improving human resources, solving internal problems, and operation efficiencies. Apart from providing information to the management, it also ensures that employees examine their knowledge, abilities, skills, and competencies. By completing self-assessment questionnaires, the participating employees assist the management to identify the potential areas of non-compliance, weakness, indiscipline, and opportunities for improvement (Nilsson & Anderson, 2011). Well-developed internal assessments can also act as sources of innovative ideas that can open windows for better products and services.

Body

Both internal and external assessments are similar because they are tools used to collect useful information in a bid to improve organizational operations. The two types of assessments are comparable because they attempt to harness the potential of key stakeholders to advance the causes of organizations, institutions, and governments. In both cases, the creators and administrators of surveys have to be strategic to ensure that the right information is retrieved. It is important to create an ample survey-taking environment to make the respondents feel respected. Besides, the goals and objectives of the surveys should be clear to all the concerned parties (Nilsson & Anderson, 2011).

Conclusion

The survey will add operational value to the organization because it collects useful data, which will enhance informed decision-making. The survey will reveal knowledge, skills, and competency gaps among the employees, which inhibit achievement of the ultimate operation

objectives. By identifying the problematic areas, the management can make suitable decisions to bridge the prevailing knowledge gap. The management can organize for workshops and training to assist the employees to gain the necessary skills and knowledge. The organization can also make operational changes based on the collected information to ensure that employees are assigned to what they best understand.

CapstoneWriting.com

QUESTIONNAIRE

Thank you for accepting to participate in this vital survey, which will be used to assess the employee's proficiency in different aspects of the company. The instrument will be used to gather your thoughts and opinions to serve the strategic management interests of the organization better. The exercise, which comprises of 10 questions, should take only 4-5 minutes to complete. Please note that all the answers provided will be stored with utmost confidentiality.

NOTES

- i. For multiple choice questions, please circle or tick the answer that best represents your thoughts or opinion about yourself
- ii. For open questions, please provide brief, precise and clear answers. Each answer should not exceed 100 words
- iii. Upon completion, please send the survey document through the provided email address

1. Rate your competencies on Enterprise Resource Planning (ERP) systems

Poor	Below Average	Average	Proficient	Highly proficient
1	2	3	4	5

2. Concerning the skill depth within the financial services, do you believe you have the right skills?

- a. Yes
- b. No

3. Briefly describe your financial service skills, and how you have successfully applied them in the company

4. How do you rate your overall knowledge of Human Resource (HR) legal compliance?

Poor	Average	Good	Excellent
1	2	3	4

5. How would you rate your depth of understanding of product knowledge?

Poor	Below Average	Average	Proficient	Highly proficient
1	2	3	4	5

6. Do you comprehend engineering technical abilities?

- a. YES
- b. NO

7. In your view, what are the core engineering technical abilities?

8. Do you believe you possess adequate information on shipping knowledge?

a. Yes

b. No

9. Briefly list and explain the core steps during the shipping process.

10. Briefly express your interest in future leadership.

Reference

Nilsson, P., & Anderson, H. (2011). How to make a workplace health promotion questionnaire process applicable, meaningful and sustainable. *Journal of Nursing Management, 19*(7), 906-914. doi:10.1111/j.1365-2834.2011.01257.x

Capstonewriting.com