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**Guidelines for Leadership Team**

**Self-Assessment**

Looking Backward

1. Describe your most significant achievements during the past year. Relate them to any specific annual goals you set or any longer term goals that you have.
2. Describe other personal and institutional achievements beyond those related to the goals.
3. How have your achievements contributed to USF’s Jesuit Catholic mission and values?
4. Cite particular challenges, problems or frustrations you have experienced over the past year, especially noting those that might persist. Describe changes you made (if any) in goals or impacts on the goals because of these challenges or problems and the results.
5. Assess the quality of your relationships with the vice presidents, other members of the Leadership Team, members of the board, faculty, staff, students, alumni, or other noteworthy constituencies. Where do you think that you need to improve?
6. Note and discuss examples of how your supervisor has been supportive of you personally and professionally over the past year. Was your supervisor as supportive and helpful as s/he could have been? What activities have contributed to your personal and professional development?
7. What would you like to be doing as a Leadership Team member that you are not doing now?

Looking Ahead to the Coming Year

1. Identify and explore your division’s principal challenges and opportunities as you see them.
2. List and explain the three to five primary goals you propose for yourself and your division in the next year or so?
3. Articulate any other plans, ambitions or thoughts you have for the coming year.
4. What professional development would you suggest to support you in the coming year?