

OPTIMAL PERFORMANCE™ ASSESSMENT

Your Organization's Logo Here

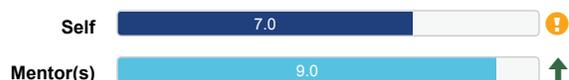
Report for: Maria Sanchez

OPA Topic Employability Essentials - Communication

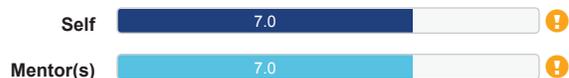
Performance Period AUGUST 2017

Performance on...

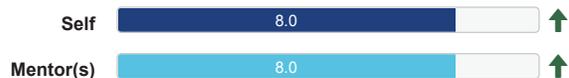
1) Actively listening to others; asking questions to clarify understanding of their interests, needs, etc.



2) Verifying that those one interacts with have clear understanding of one's perspective or opinion.



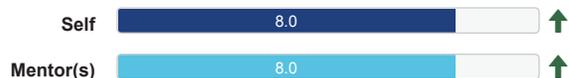
3) Showing acceptance about differences, such as different views, personalities, or abilities.



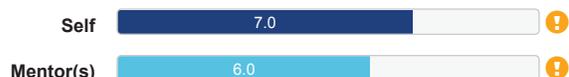
4) Expressing thoughts, feelings, or expectations without disrespecting, blaming or insulting others.



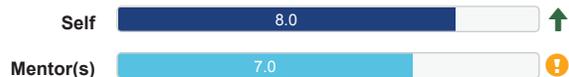
5) When working with team members, getting to know their personalities, interests, and communication styles.



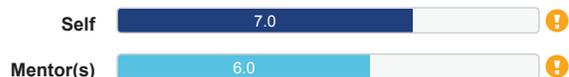
6) When faced with group or interpersonal interaction challenges, focusing on finding win-win solutions.



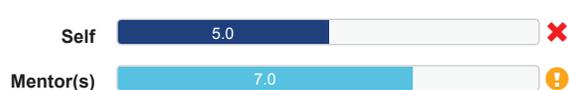
7) Finding appropriate time and place for important discussions or negotiations.



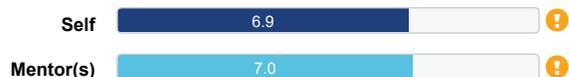
8) Supporting team members who might be struggling to communicate their needs or ideas to others.



9) When working in a team, finding respectful ways to challenge those who do not communicate in positive or productive ways.



Overall OPA Average



Legend

Area of Concern Commit to intensive effort and focus on improvement	Scores ≥ 1.0 and ≤ 5.0	
Area of Opportunity Intensify effort and focus	Scores ≥ 5.1 and ≤ 7.9	
Approaching Optimal Performance Build on current effort and focus	Scores ≥ 8.0 and ≤ 9.4	
Optimal Performance Maintain current effort and focus	Scores ≥ 9.5 and ≤ 10.0	

Reflections and Planning

List examples when communication was **OPTIMAL** (or close to optimal) for the circumstances/situation:

Self: I work hard to be sure I am asking clarifying questions when in discussions with members of my group.

Evaluator: I really appreciate your efforts to reach out to others in your group to ask questions so you have a better understanding of their perspective. I believe you have been making progress in identifying the areas where you struggle and reflecting on them. You seem to be growing in your self-awareness, and your ability to share your reflections. You seem to really trust the process, and I just want to encourage you to keep after this. Keep asking questions to verify and clarify. It helps you, but you are honestly helping the entire group when you do this! We all struggle at times with this, so don't worry about being perfect. Just keep working at it, reflecting, and making adjustments. Great job.

List examples of something to do **DIFFERENTLY OR BETTER** in the future for more optimal communication:

Self: I still sometimes struggle and get frustrated when I feel others aren't trying to meet members in the middle or compromise. This sometimes shows up in my body language and sarcasm.

Evaluator: Overall I do see lots of progress. Remember that nobody will ever perfect the art of communication. In some of your ratings you'll notice that I rated you more positively than you rated yourself. That just means you're setting the bar high for yourself, and I'm seeing real progress on this area. Remember that when things get tense, keep using your "I-statements" (I think because... I feel because...) and avoid the "you-statements" (you never, you always, etc.). This will allow you to bring your natural passion and leadership without backing others into a corner or inflaming the situation. Great job. Let me know if you have questions or concerns with anything on this OPA, because I see real growth and feel very positive about our continued process. Thank you!

Collected: 08/31/2017