

Communicating Up: Self-Assessment Profile

Step 1: Complete the profile below by scoring each item on a scale of 1-5 (1 representing the lowest performance, 5 representing the highest performance).

Step 2: Ask your manager to complete a separate profile.

Step 3: Discuss your scores with your manager and complete the start-stop-continue action plan below based on your manager's feedback.

Score	Profile Statement
	I consistently keep my manager well-informed about the status of my work.
	I let my manager know about any deviations from our plan as soon as these are apparent.
	I let my manager know about potential problems as soon as I recognize them.
	Whenever I communicate with my manager, I try to be concise.
	I always try to frame my communication with my manager in terms of his/her needs and interests.
	In communicating with my manager, I make a decided effort to be clear and well organized.
	I am always prepared to support any position I take with facts.
	When I disagree with my manager, I do so in private.
	When my manager communicates effectively with me, I give him/her positive reinforcement.

Start-Stop-Continue Action Plan

Based on the results of your score and your manager's score, what will you start doing, what will you stop doing, and what are you doing well that you will continue doing to communicate up more effectively?

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Start:

Stop:

Continue: