

## Instructions for Completing the Self-evaluation Instrument

1. Please complete this self-evaluation objectively.
2. For each standard, please follow the directions below.
3. Start with the **Proficient** level.
4. For each item, check off each critical attribute that you fulfil.
5. If you fulfil all of the items under **Proficient**, move up to the **Distinguished** level and check off all that you fulfil.
6. If you do not fulfil all of the items under **Proficient**, move down to the **Basic** level.
7. If you do not fulfil all of the items under **Basic**, move down to the **Unsatisfactory** level.
8. In order to qualify for a level other than **Unsatisfactory**, you must be able to fulfil all of the critical attributes listed under that level. In the column "score" mark the points of the highest level achieved.
9. Please attach evidence.
10. Continue on to the next standard until all of the standards are marked.
11. Complete the totals and turn in to your evaluator.