**SELF-ASSESSMENT QUESTIONNAIRE**

The purpose of this form is to present self-assessment of person’s (candidate for the judge or judge, participating in evaluation and promotion procedures) professional, personal, communication (interpersonal), managerial (if the judge is applying for the chairman, chairman designate position) competencies.

The form was prepared as one of the outputs of the international project "Portrait of Judge" (no. 2018-1-0662 "The Portrait of a Judge – a multi-dimensional model of competencies to be measured during the procedures of selection, evaluation and promotion of judges). The evaluation areas (competencies) are based on findings of the project and evaluated as essential for the person, who performs justice functions or participate in evaluation (promotion to managerial positions) procedures.

The form should be used by commissions, performing selection, evaluation, and promotion procedures.

Also, the form is a tool for a person to self-assess his/her strengths and weaknesses and define areas for self-development.

Mark the evaluation of each element in the table with an X symbol (there is possibility to evaluate the elements from 1 to 5 points: 1 - completely disagree, 2 - disagree, 3 - partially agree, 4 - agree, 5 - completely agree). If you think that you, as a judge, do not need the defined competence, mark it in the relevant section (Competence not required). Please fill in remarks section if necessary or asked in the question.

Indications about managerial competencies should be given if the judge is participating in promotion to managerial positions procedures.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Professional competencies | 1 | 2 | 3 | 4 | 5 | Competence not required/Remarks |
| Knowledge of a specific area of law and the ability to apply it in practice, including the ability to use legal interpretation methods, the ability to learn new areas of law | I am specialized in the relevant field of law (specify in the notes in which, if specialized) |  |  |  |  |  |  |
| I can properly apply and interpret legal norms |  |  |  |  |  |  |
| I can distinguish new legal relations and determine their regulation mechanism |  |  |  |  |  |  |
| Motivational and reasoning skills | I can present the arguments for the decision properly and clearly  |  |  |  |  |  |  |
| I can distinguish the main areas of the case and justify them |  |  |  |  |  |  |
| Understanding of interdisciplinary fields | I can identify the interdisciplinary nature of legal relations |  |  |  |  |  |  |
| I can properly apply interdisciplinary norms and methods |  |  |  |  |  |  |
| Continuous training (development of professional skills and competencies) | I actively participate in training events (in remarks section the concrete numbers of trainings may be indicated) |  |  |  |  |  |  |
| Case preparation and process organization skills | I can prepare the case for trial properly in compliance with the procedural deadlines (preparation for trial) |  |  |  |  |  |  |
| During the proceedings of the case, I properly follow the course of the process and appropriate deadlines |  |  |  |  |  |  |
| During the hearings, I follow the general principles of the process and ethical principles of judge |  |  |  |  |  |  |
| I can properly communicate with the parties of the case and other participants of the procedure |  |  |  |  |  |  |
| I can properly organize work and communicate with team members |  |  |  |  |  |  |
| Participation in expert activities (drafting of laws and other legal acts, review of projects) | I am a member of a working group that analyse draft project of legal acts and prepare proposals for their development (amendment). |  |  |  |  |  |  |
| If necessary, I provide comments on draft normative acts |  |  |  |  |  |  |
| other |  |  |  |  |  |  |
| Participation in national and international projects | Participation in preparation of the proposal of national or international project |  |  |  |  |  |  |
| Participation in national or international project as short term or long-term expert |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Planning skills | When planning the activities related to the proper performance of my functions, I determine due actions and deadlines to be achieved. |  |  |  |  |  |  |
| When planning, I determine whether I will be able to implement functions with the available resources and opportunities. |  |  |  |  |  |  |
| Work organization skills | In a concrete case, I properly plan my time and time of the team (following the process requirement and considering the specifics of the case). |  |  |  |  |  |  |
| I do all the work on time (within the set deadlines) and I don’t postpone them without reasonable grounds  |  |  |  |  |  |  |
| I demand from the team that all work is done on time, and I control that. |  |  |  |  |  |  |
| **Pedagogical activities** | I am lecturer in the high school or present lectures under special request (delete unsuitable) | YES | No |  |
| Participation in the activities of judicial self-government institutions | I am actively involved in the activities of self-governance institution (in the remarks section please indicate the concrete institution) | YES | No |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal competencies** | **1** | **2** | **3** | **4** | **5** | **Competence not required/Remarks** |
| **Assuredness** | I can make a good impression about myself. |  |  |  |  |  |  |
| I think I am a confident person. |  |  |  |  |  |  |
| I have a strong and reasoned opinion in different situations. |  |  |  |  |  |  |
| **Initiatives** | I am not afraid to take the initiative in new and inexperienced activities. |  |  |  |  |  |  |
| I am interested in new challenges and experiences in my office. |  |  |  |  |  |  |
| It’s not difficult for me to start something I haven’t tried. |  |  |  |  |  |  |
| **Determination** | I have no doubts about my actions and works. |  |  |  |  |  |  |
| I can make decisions decisively, without long deliberations or doubts. |  |  |  |  |  |  |
| **Responsibility** | I carefully perform my functions and duties. |  |  |  |  |  |  |
| I will try to do my best in everything I do. |  |  |  |  |  |  |
| I care that the work I do brings the greatest possible benefit. |  |  |  |  |  |  |
| **Emotional stability** | I plan my time and work to avoid stressful situations. |  |  |  |  |  |  |
| I stay calm in stressful situations. |  |  |  |  |  |  |
| I can control the emotions that arise in the service and control myself. |  |  |  |  |  |  |
| **Self-motivation** | I have set goals for which I am working and striving. |  |  |  |  |  |  |
| If asked, I could freely tell you what I am doing now and what I want to do in the future. |  |  |  |  |  |  |
| I realize that the experiences gained in the service can be useful in my personal life. |  |  |  |  |  |  |
| I think about what prevents me from working more efficiently. |  |  |  |  |  |  |
| **Flexibility** | I quickly adapt in a new place of work. |  |  |  |  |  |  |
| I don’t have any problems communicating with new colleagues and getting into a team. |  |  |  |  |  |  |
| I can cope well with new duties and responsibilities. |  |  |  |  |  |  |
| I easily overcome the difficulties that arise in the service. |  |  |  |  |  |  |
| **Creativity** | I can independently solve all the problems arising in my service. |  |  |  |  |  |  |
| I find solutions to problems easily. |  |  |  |  |  |  |
| **Understanding of assigned duties and responsibilities** | I can assess the responsibility of the performed functions. |  |  |  |  |  |  |
| I can perform my duties impartially and responsibly. |  |  |  |  |  |  |
| I am resistant to possible influences in the performance of my duties. |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communicational competencies** | **1** | **2** | **3** | **4** | **5** | **Competence not required/Remarks** |
| **Knowledge of a foreign language (specify which ones in the notes)** | I can speak a foreign language clearly and fluently. |  |  |  |  |  |  |
| I can clearly and fluently express my thoughts in writing in a foreign language. |  |  |  |  |  |  |
| I clearly understand what is said to me in a foreign language. |  |  |  |  |  |  |
| **Ability to listen** | I can listen to what is being said to me without interrupting the speaker. |  |  |  |  |  |  |
| After listening I can give good advice to the best of my knowledge. |  |  |  |  |  |  |
| I take my time to express my thoughts and do not interrupt the interlocutor. |  |  |  |  |  |  |
| **Ability to express thoughts clearly in writing and orally** | I am able to express my thoughts orally in a clear and reasoned manner. |  |  |  |  |  |  |
| Computer literacy is sufficient to perform the functions. |  |  |  |  |  |  |
| I can express my thoughts clearly in writing. |  |  |  |  |  |  |
| I know the rules and requirements of grammar and quality standards of court decision well enough. |  |  |  |  |  |  |
| **The ability to quickly understand new information** | I can quickly understand the information being communicated and I don’t need to repeat it. |  |  |  |  |  |  |
| I can easily understand new information and absorb it. |  |  |  |  |  |  |
| I can quickly apply new knowledge and skills in my service and daily activities. |  |  |  |  |  |  |
| **Communicability** | I easily manage to establish relationships with those around me. |  |  |  |  |  |  |
| I easily find a common language with different people and can discuss different topics. |  |  |  |  |  |  |
| I don’t feel uncomfortable communicating with people I don’t know very well. |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Interpersonal competencies** | **1** | **2** | **3** | **4** | **5** | **Competence not required/Remarks** |
| **Ability to cooperate** | I can work in a team and be part of it. |  |  |  |  |  |  |
| I aim for mutual trust to prevail in the team/workgroups. |  |  |  |  |  |  |
| I understand and apply the principles that are the basis of effectiveness in teams/workgroups. |  |  |  |  |  |  |
| **Ability to manage conflicts** | I believe that the participants in the conflict must find a solution that is suitable and acceptable to all. |  |  |  |  |  |  |
| I always try to find ways to resolve conflict. |  |  |  |  |  |  |
| When solving conflicts, I try to apply conflict management techniques. |  |  |  |  |  |  |
| **Ability to delegate tasks** | I can point out or remind my team members about the goals they are working towards. |  |  |  |  |  |  |
| I can lead people. |  |  |  |  |  |  |
| I can properly and evenly distribute tasks to team members. |  |  |  |  |  |  |
| **Ability to motivate** | I can point out or remind my team members about the goals they are working towards. |  |  |  |  |  |  |
| I don’t forget to praise team members for a job well done. |  |  |  |  |  |  |
| I don’t criticize my team members but teach and advise them. |  |  |  |  |  |  |
| I am able to bring out the best in team members. |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Managerial competencies** | **1** | **2** | **3** | **4** | **5** | **Competence not required/Remarks** |
| **Resource planning skills** | I can anticipate the need for material and personnel resources. |  |  |  |  |  |  |
| I can determine operational perspectives and the means and indicators of their achievement. |  |  |  |  |  |  |
| I can implement innovations in practice. |  |  |  |  |  |  |
| **Leadership** | I can determine the vision and mission of the institution, which corresponds to the general visions and development trends of the judicial system. |  |  |  |  |  |  |
| I can mobilize personnel, available resources, and adapt processes for the implementation of the established strategy. |  |  |  |  |  |  |
| I can convey the vision, values, and strategy of the organization in a way that everyone can understand and implement it. |  |  |  |  |  |  |
| I can ensure the proper functioning of the institution despite internal and external challenges. |  |  |  |  |  |  |
| I create a culture of continuous learning and knowledge sharing. |  |  |  |  |  |  |
| **Representation of the institution** | I understand the institution’s place in the judicial system. |  |  |  |  |  |  |
| I can properly represent the institution at vertical and horizontal levels. |  |  |  |  |  |  |