[Before the Spring Triad meeting](https://drive.google.com/file/d/0B4pGCOKz0RN4SWpVTGUtUkhqbm8/view?usp=sharing), the Candidate will complete and sign this Self-Evaluation form and share it with their Advisor and Sponsor, who will then add their comments and fill out their portion of this form. **Advisor and Sponsor comments must be shared with the Candidate prior to submission of this form.** (Candidate completes Part 1, Advisor completes Part 2, and Sponsor completes Part 3.)

When all parties have completed the form (please type responses), the **Candidate** will [submit](https://drive.google.com/file/d/0B4pGCOKz0RN4SWpVTGUtUkhqbm8/view?usp=sharing) a signed electronic version (electronic signatures are acceptable from all parties) of the completed form to <mailto:mlcertification@uua.org>.

**The Spring Triad meeting invites conversation about concerns raised in this Self-Assessment.**

Candidate Name: Email:

Candidate’s Advisor: Email:

Candidate’s Sponsor: Email:

Date:

**Part 1: CANDIDATE SECTION**

What do you feel have been your personal and professional accomplishments this year?

For each of the three foundational areas listed below, please assess your level of mastery of each specific competency using the following scale: (mark NA for those items that are not applicable to your professional situation)

1: An area you greatly need to improve or learn more about

2: An area in which you are moderately comfortable

3: An area in which you are very comfortable

4: An area in which you are exceptionally comfortable and strong

**I. MUSIC SKILLS & RESOURCES**

| **Foundational area** | **Level of Mastery** |
| --- | --- |
| Approaching music as ministry and service |  |
| Recruiting and sustaining the adult choir |  |
| Beginning and sustaining the children's choir |  |
| Growing the program |  |
| Programming special music service |  |
| Leading congregational singing |  |
| Knowledge of keyboard repertoire |  |
| Knowledge of solo vocal and instrumental repertoire |  |
| Knowledge of choral repertoire |  |
| Knowledge of music outside the Western classical tradition |  |

Pick one of the items you've identified as a particular strength. List some concrete evidence of your abilities in that area:

Pick one of the items you've identified as needing development. Explain how you plan to develop this area.

**II. LEADERSHIP AND INTERPERSONAL SKILLS**

| **Foundational area** | **Level of Mastery** |
| --- | --- |
| Professional boundaries in collegial relations |  |
| Relationship with congregation members |  |
| Knowledge of copyright law |  |
| Knowledge of ethical employment procedures and employee rights |  |
| Working styles, group dynamics and effective communication strategies |  |
| Understanding staff evaluation process & purpose |  |
| Working with a music committee and volunteers |  |
| Budgeting and special funding |  |
| Systems theory and group dynamics |  |
| Self-care |  |
| Conflict management |  |

Pick one of the items you've identified as a particular strength. List some concrete evidence of your abilities in that area:

Pick one of the items you've identified as needing development. Explain how you plan to develop this area.

**III. UU HERITAGE AND VALUES**

| **Foundational area** | **Level of Mastery** |
| --- | --- |
| UU religious pathways (Sources of the Living Tradition) |  |
| UU principles and purposes |  |
| Anti-oppression & Social justice |  |
| UU history |  |
| UU polity |  |
| UUA structure (association versus denomination) |  |

Select one of the items you've identified as a strength. List some concrete evidence of your abilities / work in that area:

Pick one of the items you've identified as needing development. Explain how you plan to develop this area.

**IV. Which of these 3 foundational areas is your greatest strength? *(Check one)***

Music Skills and Resources

UU Heritage and Values

Leadership and Interpersonal Skills

How do you demonstrate this strength in your work as a music leader?

**V. Which provides the greatest opportunity for growth? *(Check one)***

Music Skills and Resources

UU Heritage and Values

Leadership and Interpersonal Skills

How will you address this in the coming year?

Additional comments:

Check that the Advisor evaluation has been shared with the Candidate

Check that the Sponsor evaluation has been shared with the Candidate

Candidate’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2: ADVISOR SECTION**

Comments on candidate’s self-evaluation:

How do you feel the candidate has progressed this past year?

What do you feel are the areas in which the candidate needs to grow personally and/or professionally?

Do you have any concerns about the candidate’s progress in the certification program?

Additional comments:

Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 3: SPONSOR

Comments on candidate’s self-evaluation:

How do you feel the candidate has progressed this past year?

What is your perspective on the candidate’s proficiency as a music leader and religious professional?

Additional comments:

Sponsor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_