

# What is a Self Assessment?

A self assessment allows the employee the opportunity to describe how his or her accomplishments met the critical elements and performance standards and contributed to the achievement of the organization's mission and goals. It should provide the supervisor with a clear picture of your performance and achievements during the rating period.

Self Assessments are optional but highly encouraged. You may submit a self assessment at the interim performance review (usually at the midpoint of the rating cycle) and at the end of the rating cycle as part of your annual performance appraisal.

**Getting Started...** Before you begin to record your performance accomplishments, you must have a clear understanding of what your supervisor expects of you. "Performance Expectations" include, written critical elements and performance standards, but also other regulations, policies, procedures, guidelines, processes that you are expected to follow in performing your assignments. Be sure that you understand these expectations—ask questions if you do not.

## Establishing a Recording System

Create a system for recording your accomplishments. Identify the critical element which is linked to the accomplishment.

Some suggestions include:

- E-mail Folder (keep separate folder for performance related items)
- Word Document, updated as needed
- Notes on Planner or Calendar
- File folder(s) to maintain copies of documents

## What to Keep...

- Maintain a file of work products. (E.g.: copies of reports, studies, advisories, operating procedures, training materials or other documents you developed.)
- Statistical data or other metrics which apply to your work.
- Copies of letters, memos or email correspondence which express thanks or praise for a service or product you provided. Correspondence which documents your role in resolving a complex or controversial issue should also be maintained.

**Writing Your Self Assessment:** Enter your self assessment (interim and annual) into the automated Performance Appraisal Application Tool.

1. Limited Space in the Automated Tool
  - Interim Review: 1000 characters
  - Annual Assessment: 2000 characters
2. Review your critical elements.
3. Review your record of accomplishments -- determine which are the most and significant in terms of contribution to the mission and organizational goals.
4. Have at least one accomplishment for each critical element. It is also possible that a single accomplishment may apply to more than one critical element.

### Characteristics of Significant Accomplishments:

- Difficult
- Controversial
- One of a Kind
- First Time
- High Visibility
- Large Volume of Work
- Short Deadlines
- Competing Priorities
- Require Innovation
- Scope and Impact

### Use the STAR Format:

- S.** What **Situations** did you face?
- T.** What **Tasks** did you accomplish?
- A.** What **Activities or Actions** did you take?
- R.** What were the **Results** of your efforts on the mission or organizational goals?

### Sample Critical Element

**Critical Element #1** Action Officer for planning and organizing the Annual Regional Director's Conference, scheduled 15 Aug 2010 for 100 executives. Responsible for independently researching and coordinating with internal and external agencies to procure lodging, conference facilities, IT audio/media support, an administrative team, and transportation; ensuring requirements do not exceed planned 15K budget. Develops a conference planner to update supervisor of progress bimonthly (Oct – Mar); biweekly (May – Jul) ; daily 1-14 Aug. Report or refer complex situations to supervisor within 2 days of incident, and daily email updates until resolved. Prepares and submits a written project after-action report within 5 workdays after the end of conference, and contract close-outs.

### Sample Self Assessment

**Critical Element #1:** Action Officer for the 2010 Annual Regional Director's Conference. I led the team which planned the annual regional directors' conference. I negotiated with the hotel for a reduced room rate and free meeting room. I drafted the meeting agenda which was approved by the Director. I arranged for guest speakers and assigned sponsors for each of them. I reviewed all materials prior to printing to ensure accuracy and proper format and arranged for reproduction despite reduced funding and a shortened deadline. I was publicly recognized during the conference and by a personal note from the Deputy Director for the outstanding administrative and logistical support provided by my team which contributed to the overall success of annual regional director's conference.

**Summary:** The employee self assessment is a critical part of the Performance Appraisal Program. It provides an opportunity for you to highlight your significant accomplishments in terms of your critical elements.

- It requires focusing on results, i.e., impact on organizational mission and goals.
- The **substance** of your self assessment is more important than your writing style.
- Your self assessment is reviewed by your rating official and is considered by your supervisor in preparing your annual assessment.
- The self assessment also provides an opportunity for communication between you and your rating official on your performance, on his or her performance expectations and on recommendations for improving your self assessment for the next rating period.

**Self Assessments...** are recorded in the Performance Appraisal Application tool, accessible via DCPDS My Biz and My Workplace.

Please contact your local Human Resources Office for assistance with the Performance Management program or the Performance Appraisal Application (PAA) tool.