



Guidelines for Performance Self Assessment

As part of the **annual performance appraisal process**, the Office of Human Resources advises that each employee completes an annual self-assessment.

The assessment can:

- provide an opportunity for each employee to reflect on and document responsibilities, activities, and accomplishments of the preceding 12 months;
- evaluate and assess the strength of one's performance based on department and individual goals and objectives;
- think constructively about lessons learned from successes, failures, and team and individual development; and
- identify professional growth opportunities for the upcoming year and how they align to individual goals and objectives, which helps ensure a more comprehensive and inclusive performance review discussion.

Questions to Consider

- List significant contributions of the last year.
 - Why were they significant?
 - How do those contributions align with department or individual goals and objectives?
- What factors contributed to your success or lack of success throughout the year?
- If you were not successful, what areas need development and how will you create success?
- List significant activities or responsibilities outside the scope of your job description.
 - What activities did you initiate?
 - What activities were assigned to you by your supervisor or another individual?
- Did you participate in team or committee activities?
 - Describe the activity.

- Assess the success of the activity.
- What are your thoughts about working on a team and working individually?
- Did your responsibilities require you to learn new or additional skills?
 - As a result, did you attend any formal training?
 - If you did not attend formal training, how did you acquire new or additional skills?
- Describe your interactions with colleagues during the past year. Is this an area that needs development? Please explain.
- In what areas and from whom do you feel that you need added support, structure, or direction?

For the self assessment, employees are encouraged to compose a narrative based on the recommended guidelines. Use of a performance appraisal form is *not* recommended for completion of the self assessment.

Supervisors who have questions should contact their **senior HR manager**.