

What is the purpose of the Self-Assessment?

Self-assessment is an important starting point for gathering input beyond the traditional source: the “Supervisor.” The benefit is increased involvement in the process of assessing strengths and areas in need of improvement, identify discrepancies of performance between the employee and supervisor, and to conduct a more constructive evaluation meeting, thus increasing commitment to career and performance planning. Employees must be given the opportunity to complete the self-assessment at least two weeks prior to the completion of the annual evaluation.

How to complete the Self-Assessment?

At least two weeks prior to the annual evaluation meeting, employees should complete the Employee Self-Assessment Form listed below.

- When the document below is selected, a window will appear that asks if you want to “open with” or “save file”. Choose the save option and save the document to a directory to your documents.
- The document is in Microsoft Word. Complete each section.
- Once the Self-Assessment Form is completed and printed, sign and date the document, and submit to your supervisor one week before the annual evaluation meeting.
- Meet with your supervisor to discuss your annual evaluation and the self-assessment. The Supervisor should sign and date the self-assessment after reviewing.
- The Self-Assessment Form may be attached to the annual performance evaluation, and submitted to Human Resources, MS 3C3 by October 25, 2012. (Completion of the Self-Assessment is optional for employees.)