

## How to Conduct the Self-Assessment

A SELF-ASSESSMENT is an employee's evaluation of his or her own performance during the specified performance period. The purpose of the Self-Assessment is to have the employee think about and give serious consideration to how he or she has performed in meeting performance expectations.

For various reasons, supervisors and managers have not always provided employees an opportunity to or encouraged them to conduct a Self-Assessment for the Performance Assessment and Management Process (PAMP). These types of individual assessments allow employees to provide useful feedback and take an active role in the final performance review session. Whether the employee agrees or disagrees with the supervisor about performance, the Self-Assessment will always open channels of communication and lead to a more successful PAMP outcome.

In order to prepare for the Self-Assessment, staff will need the following items:



A copy of performance standards and/or performance expectations. The employee should already have a copy of his or her performance standards or job expectations that she/he and the supervisor established at the beginning of the review period. The employee should make a copy of the form to write comments and remarks while conducting the Self-Assessment.



Documentation - The employee should gather all notes and records about performance that will serve as documentation for the review period.



Time - The employee should allocate approximately one to two hours of time to look over the list of performance standards or job expectations review any documentation she/he has maintained, think about the performance, and complete a Self-Assessment.



Quiet - The employee should conduct the Self-Assessment in a quiet place that will assure no interruptions and permit him/her to devote full attention and reflection on his/her overall performance.



## EMPLOYEE SELF-ASSESSMENT AND GOALS

Employee's Name:

Title:

Supervisor's Name:

Unit:

Assessment Period:

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1. Describe your goals/areas of emphasis for the past year.
2. List your significant accomplishments from the past year.
3. What were key obstacles in accomplishing your job responsibilities?
4. What are your goals for the upcoming review period?
5. What support do you need to achieve these goals or strengthen your performance during the coming year? How can your supervisor assist you?
6. In what areas would you like to grow and develop? What are your strategies for achieving this?