

Self Assessment

What is a Self Assessment?

A self assessment is an employee's narrative description of accomplishments related to their job objectives.

Purpose

The purpose of an employee self assessment is to assist employees and supervisors in preparing for performance evaluations. Being asked to complete a self assessment invites you to be part of a discussion about your performance over the past year. Your self assessment can help you to reflect on your performance in the past year and to document your accomplishments and their impact on your unit. It is also an opportunity to communicate with your supervisor about your understanding of your job duties and responsibilities, performance standards and expectations, and your accomplishments.

Preparation

- As you prepare to write your self assessment, begin by reviewing documentation about your work such as your job description, work objectives, and department goals and mission.
- If you keep a performance log to track major accomplishments and work throughout the year, review your log to help you reconstruct your performance over the past year. If not, take time to review your calendar and other records of your work.
- Reflect on the purpose of your job and how it contributes to the mission of your organizational unit.

Writing Your Self Assessment

- Identify your work priorities over the past year based on your job description.
- For each priority, describe your work and accomplishments. Questions to address include:
 - What exactly was the work or task?
 - How is success measured? Possibilities include: impact, quantity, quality, accuracy, timeliness, budget, client satisfaction and a combination of these or other measures.
 - What was the impact of your work on your unit and the organization?
 - What obstacles did you have to overcome?
- Review your job description and work documents again to be sure you have addressed all of the items and priorities.

Tips

- Be specific. Don't say, "Supported the Thompson project." Instead, indicate what you did specifically and how it supported the overall goals.
- Be objective and stay focused on results.
- While it is important to be thorough, a self assessment doesn't have to be long to be effective.
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Marco Cascella



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