

Performance Self-Assessment Guidelines

As part of the annual performance appraisal process the Office of Human Resources recommends that each employee completes a performance self-assessment. Employees are encouraged to actively set goals that have direct impact on the success of their department and to compose a narrative based on the recommended guidelines below or to use the self-assessment form.

Performance Considerations		
Contributions	Opportunities	Professional Development
<ul style="list-style-type: none"> • What are your accomplishments against the goals identified in last year's appraisal? • What significant or successful results have you achieved? • What factors have contributed to your success throughout the year? • How well have you met your day to day responsibilities? • How has your work impacted the team, department, and/or client? Describe the quality of your work. • Which responsibilities may have been added or removed from your duties during this review period? Why were these responsibilities added or removed? • Did you participate in team or committee activities? What were the activities and the outcomes and/or results? 	<ul style="list-style-type: none"> • What initiatives did you want to complete this year but were unable? Why? • What obstacles hindered you from effectively accomplishing your work, if any? • In what areas and from whom do you feel that you need additional support or direction? 	<ul style="list-style-type: none"> • What training programs or professional development activities have you completed this past year and how were you able to apply them to your work e.g., seminars, on-site training classes, challenging projects, on-the-job experiences? • What responsibilities require you to learn new or additional skills? • What skills and knowledge could help to increase your performance effectiveness? How can you enhance or attain those skills and knowledge? • What are your long term career aspirations and what skills can be developed in your current role to help you attain your future goals? • What conferences, meetings, professional associations or certifications would aid in your professional development?
Preparing for the Performance Appraisal Meeting		
<ul style="list-style-type: none"> • What performance related subjects do you want to discuss with your supervisor? • What direction or support do you need from your supervisor to do an even better job? • What individuals, including project team leaders or members, clients or customers, and colleagues, would you like to provide to your supervisor who could comment or provide feedback regarding your performance? • What specific goals would you like to accomplish in the year ahead? 		