

Self-assessment

Self assessments should be viewed as opportunities to provide input concerning their performance and contributions as part of the annual review process.

What is a Self-Assessment?

A self-assessment is an employee's narrative description of accomplishments related to the job objectives. It is an important tool that managers use to help individuals get the full picture about their job performance.

The employee must assess their performance based on the same criteria that the manager will use, in order to properly compare the two perspectives. It is the comparison of how an employee perceives how they are performing versus how the manager believes the employee is performing. Self assessment provides opportunities to identify gaps in employee performance and help in formulating agreed an agreed developmental plan for the employee.

The self-assessment serves as the basis for a conversation about current position in the team/role, the contribution to the department and any development interests and needs

The how - for the employee

- Make a list of all you do in your role (job specific function) so that you can rate / be rated on these
- take an objective look at your day-to-day responsibilities - do not exaggerate your job, but make sure that you do not exclude any duties either.
- Be thorough and thoughtful.

Consider your performance based on the tasks you have defined. As you do this take into account not only the completion of each task, but also the level of effort that went into each responsibility. If you are doing only what needs to be done to get by instead of giving each job your full attention and effort, describe your performance accordingly.

Complete the comments section thoroughly and honestly. This is your opportunity to 'blow your own horn' with regard to special projects and call attention to your contributions to the organisation and the impact each contribution had on the overall performance of the team/section/department/organisation. Your manager may not recall each specific success you have had over the year, especially if there are multiple reports within their team. This is your opportunity to bring those back to attention. Write a few sentences addressing where you want to go within your role.

Balance your self-appraisal by admitting where appropriate to areas that need improvement. Nobody is perfect, and even an excellent employee will have some gaps they need to work on. If you have a problem area in your job, identify this along with ways to address it in the coming year.