

Your New Performance Standards – Alert # 10

GUIDELINES FOR WRITING A SELF-ASSESSMENT!

Before writing a self-assessment, as provided for in Article 21, Section 6E, *please* consider the following information.

Per Article 21, Section 6 E of the SSA/AFGE National Agreement.....

- Employees will be provided the option of completing a one page, end-of-cycle self-assessment highlighting their contributions and accomplishments relating to the performance plan.
- Employees, who wish to submit a self-assessment, must do so no later than 10 days after the end of their appraisal period.
- A reasonable amount of time, as determined by the supervisor, will be provided for this activity.
- Self-assessments should be maintained in the SF-7B Extension File.

You may have been asked to submit a self assessment in connection with the mid year PACS discussions. The union *strongly* recommends that you not do this since it is not called for in Article 21 as a part of the PACS. You may also have been asked to complete questionnaires as managers prepare to do desk audits. The Union recommends that you either *not complete* the questionnaire, or if you do, *to be extremely careful* to answer all questions *in a positive manner*. Negative information may be used against you. You should not provide management with information which could adversely affect your performance.

It's important to document what you do, and it's equally important that you document your achievements and contributions in a positive light.

Here are some suggestions for writing a glowing and positive self assessment:

- 1) Ask yourself what you do for the workplace that others cannot or do not.
- 2) List special projects you have worked. Include the start and completion dates.
- 3) Give examples of how you helped coworkers.
- 4) Summarize training that you volunteered to give, including the date and the topic.
- 5) List what you have done that fits each of the critical elements for your position.
- 6) Use *I did, I taught, I assisted*. Draw attention to you.
- 7) Keep copies of your self assessment and any questionnaires that you are asked to complete.

REMEMBER: What you say about yourself may affect your appraisal rating, your chances for promotion and your awards.

- Don't be afraid to speak up about your talents and contributions;
- Don't assume management knows your contributions to the office; and
- Please don't hand them a list of your weaknesses.