

AT THE END OF THE PERFORMANCE CYCLE

EMPLOYEE SELF-ASSESSMENT

The purpose of the employee self-assessment is to engage the employee in his or her own growth and development. Most employees appreciate the opportunity to give input into their performance assessment. Managers benefit by being reminded of the work accomplished by their employees and can use the self-assessments as a starting point for their final assessment.

Instructions

1. At the end of May, managers should ask each employee to complete a self-assessment addressing how well he/she achieved the objectives/key responsibilities and how he/she fulfilled the competencies. The employee is not asked to complete the rating sections. Employees should complete the self-assessment in the "Employee Summary" section of the RED form or in a separate Word document.
2. Managers should ask employees to submit the self-assessment by the beginning of June. This will allow enough time for managers to review and complete the final assessment.
3. Using the employee's self-assessment as a guide, the manager completes the final assessment of the employee by rating the employee on each objective/key responsibility and in each competency. The manager provides a written rationale in the "Manager's Summary" section of the RED form for each objective/key responsibility and competency rated other than Performing Well (PW). Upon completion of the final assessment, the manager submits the RED form to HR. **Note:** If the employee submitted his/her self-assessment in a separate Word document, then the manager should attach the employee's self-assessment and submit it, along with the completed RED form, to HR.