FINAL APPRAISAL SELF-ASSESSMENT TEMPLATE

What is a self-assessment? A self-assessment is an employee's opportunity to provide a narrative description of their major accomplishments related to the performance elements and associated performance standards in their performance plan. In a self-assessment, the employee can describe their major contributions and how they accomplished or did not accomplish their performance expectations. Employees may include accomplishments such as achievements or recognition achieved during the performance year, as well as, training and developmental needs.

> Note: The rating is not based on the substance of the contribution described. Providing the self-assessment does not negate the supervisor's responsibility to provide a narrative of an employee's accomplishments to support the end of the year rating. Completion of a self-assessment is voluntary on the part of the employee and supervisors may not coerce an employee into completing a self-assessment. The employee's self-assessment shall be addressed by the rating official when conducting the formal performance reviews with the employee.

Why Should You Use This Document? To help track your performance and record your accomplishments/outcomes throughout the appraisal cycle as they relate to each of the five or seven (supervisory positions) core competencies. This can decrease the administrative burden for both you and your supervisor when it comes time to evaluate your performance at the annual appraisal. Instead of trying to remember your performance accomplishments/outcomes from the past 12 months, you can simply reference this document when it comes time for your annual appraisal.

What Does It Include? A checklist of items to use as a guide while writing your accomplishments/outcomes, labeled "Is Your Accomplishment Measurable?". There are also examples of how accomplishments/outcomes should be documented, labeled "Accomplishment Examples". These examples will guide the level of specificity and measurability of your accomplishment/outcomes.

How to Track Core Competencies

1. **Identify the Relevant Competency:** Determine the relevant competency associated with a specific accomplishment/outcome by tying your accomplishment/outcome to the competency standards.

   Example: *You recently developed and delivered a presentation, which resulted in positive feedback and a request to deliver more presentations. Delivering presentations is directly associated with the Communication Standards.*

2. **Document your Accomplishment/Outcome:** Record your accomplishment under the associated Accomplishments box.

   Example: *Under Communication Accomplishments, you record the following accomplishment, "Developed and delivered a customized presentation, which resulted in positive feedback and the request for more presentations."*

3. **Ensure Measurable Accomplishments:** Use the "Accomplishment Checklist" and "Accomplishment Examples" to ensure your accomplishments/outcomes are measurable.

   Example: Using the checklists and examples you determine your accomplishment includes measures (e.g., positive feedback and additional presentations).

Employee Self-Assessment

Employee Name:	
Employee Title:	
Organization/Branch:	
Supervisor Name:	
Rating Period:	
Rating Official:	

Directions:

Complete this form to the level that you are comfortable. This is not a requirement but is strongly encouraged to ensure your examples and voice are represented. The format is laid out to assist you with being direct to offer input and examples across all performance areas. Completed self-assessment should be:
1. Signed and dated below to reflect it is completed and submitted by you.
2. Submitted in PDF via email to your first line supervisor by October 1st, **and**
3. Uploaded to the Employee's file on USA Performance as a PDF.

_____   _____

Employee Signature   **Date**

Part A - Core Competencies Employee Accomplishments

To complete the section below, detail the ways in which you **achieved expectations** and/or feel you **exceeded them** and/or **achieved excellence** as outlined in your performance plan.

Core Competency 1: Communication
Checklist: Actively listens and attends to nonverbal cues when responding to the questions, ideas, and concerns of others. Communicates in an influential or persuasive manner, as appropriate. Writes in a clear and concise manner. Tailors communication (e.g. language, tone, level of specificity) to the audiences' level of understanding and to the communication medium.
Accomplishment/Outcome
Example. Customized a human capital presentation(specify) for the DHS Chief Human Capital Officer or CISA leadership and received positive feedback that resulted in tangible change.

Core Competency 2: Customer Service
Checklist: Communicates with customers to understand their needs. Work with customers to set expectations and keeps them informed of issues or problems. Provides timely, flexible, and responsive services to customers.
Accomplishment/Outcome
Example. Updated the customer on a weekly basis to discuss anticipated customer needs and needed changes per the customer's feedback for the (specify) project.

Core Competency 3: Representing the Agency
Checklist: Represents the agency and its interests and interactions with external parties. Ensures that interactions with and information provided to outside parties reflect positively on the agency. Enhances trust and credibility in the agency and its mission through effective professional interactions with others outside the organization. Deals professionally and tactfully with external parties in difficult, tense, or emergency situations.
Accomplishment/Outcome
Example: Solved an unexpected and difficult human resource or data technical issue (specify) and followed up to ensure the problem was completely resolved, without supervision.

Core Competency 4: Teamwork and Cooperation

Checklist: Checklist: Makes positive contributions to achieving team goals. Develops and maintains collaborative working relationships with others. Builds effective partnerships that facilitate working across boundaries, groups, or organizations. Respects and values individual differences and diversity by treating everyone fairly and professionally. Works constructively with others to reach mutually acceptable agreements to resolve conflicts.

Accomplishment/Outcome

Example: Lead and coordinated a small staff of specialists to solve and resolve human capital (specify) issues.

Core Competency 5: Technical Proficiency

Checklist: Demonstrates and applies relevant knowledge and skills to perform work in accordance with applicable guidelines. Uses appropriate and available technology or tools to perform work activities. Acquires, develops, and maintains relevant and appropriate job skills through training or other opportunities for learning and development. Stays up to date on developments related to own work. Demonstrates an understanding of the organization's mission, functions, and systems. Collects relevant information that is needed to identify and address problems or issues. Analyzes and integrates information to identify issues and draw sound conclusions. Identifies and evaluates alternative solutions to problems. Makes sound, well-informed, and timely decisions or recommendations. Identifies and utilizes innovative or creative methods and solutions to accomplish work, as appropriate. Maintains an awareness of available resources and the process for acquiring resources. Identifies and advocates for resources required to accomplish work activities or projects. Makes effective and efficient use of available resources. Safeguards available resources to prevent fraud, waste, and abuse.

Accomplishment/Outcome

Example: Led team meetings and guided the discussion so that all members were allowed time to share ideas and opinions.

Core Competency 6: Assign, Monitor, Evaluate Work(Supervisory Only)
Checklist: Sets and communicates clear expectations for the work and behavior of others. Coordinates and monitors the work of others. Evaluates the performance of others and follows up to ensure that performance is on track. Recognizes and rewards employee contributions or performance. Addresses employee performance and conduct problems in a timely and appropriate manner. Gives timely and constructive feedback to others. Identifies developmental needs for others and ensures they receive needed developmental or training opportunities.
Accomplishment/Outcome
Example: Conducted weekly meetings with team which allowed them to provide me feedback on their performance and their progress towards their performance goals.

Core Competency 7: Leadership (Supervisory Only)
Checklist: Communicates a vision for work unit, translating broad organizational goals into concrete objectives, plans, priorities and assignments. Maintains an awareness of external factors that affect the organization or specific work assignments. Formulates short- and long-term strategies consistent with organizational goals and internal/external factors. Seeks out and capitalizes on opportunities to help the organization accomplish its mission and objectives and move toward its long-term vision. Influences, motivates, and challenges others to maximize their potential. Leads, develops, and manages a high performing, diverse workforce, ensuring employment practices are administered in a fair and equitable manner. Promotes and fosters an inclusive workplace where diversity is valued and leveraged to achieve the vision and mission of the organization.
Accomplishment/Outcome
Example: Held team and one-on-one meetings where my team is able to express their ideas surrounding a project, which helped with the overall morale of the work unit.

Part B - Performance Goals Employee Accomplishments

This section of the Performance Tracker allows you to include any performance goals you may have in your performance work plan. On each of the following boxes, insert your performance goal(s), then detail the ways in which you **achieved expectations** and/or feel you **exceeded them** and/or **achieved excellence** as outlined in your performance plan.

When completing these fields, think about the below.

1. Highlight your major achievements and accomplishments over your rating period.

2. Detail measurable results (qualitative and quantitative) to show how you med or accomplished the performance objective.
3. Acknowledge and detail the primary customers and how well you've served them this past year.
4. Explain how this benefitted the customer or others through your direct efforts.
5. What skills and competencies used helped you to achieve these ends.
6. What skills and knowledge did you grow as a result of training and how have you implemented use of it to date?

Performance Goal 1
Goal 1:
Accomplishment/Outcome

Performance Goal 2
Goal 2:
Accomplishment/Outcome

Performance Goal 3
Goal 3:
Accomplishment/Outcome

Performance Goal 4
Goal 4:
Accomplishment/Outcome

Performance Goal 5
Goal 5:
Accomplishment/Outcome

Part C - Additional Accomplishments

Use this section to detail items that were done in addition to the work prescribed and that came up along the way as part of operational items. This is where you can highlight other accomplishments (programs/projects/special assignments) and awards received, recognition, accolades. Highlight deliverables produced that have resulted or other tangible change as an outcome. What process have you created an improved upon? How has customer engagement evolved, and impact improved as a result?

This is another opportunity for you to voice your accomplishments for this year or other factors to consider for your performance review.

Part D - Performance Discussion

1. What are the areas of your performance (behaviors and results) on which you could improve? Please describe.

2. Are there additional skills, knowledge, or training/developmental needs that would help you more effectively perform your present job or enhance your skill opportunities? If yes, please list.

3. What goals (specific measurable results) do you expect to accomplish during the next year?

4. List the subjects you would like to discuss during your annual performance evaluation meeting?
   a.
   b.
   c.