Employee Self-Assessment under NSPS

A GUIDE FOR EMPLOYEES

CIVILIAN LEADERS SUPPORTING SOLDIERS

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TRAINING OBJECTIVES

The purpose of this training is to help you:

- ✓ **Identify accomplishments which contributed to the achievement of your organization's goals and mission**
- ✓ **Write an assessment of your accomplishments as part of your annual performance appraisal**

PERFORMANCE APPRAISAL UNDER NSPS

- Focus is on results
- Job objectives linked to organization's goals and mission
- Performance appraisal based on contribution to goal and mission accomplishment
- Pay directly linked to performance

WHAT IS A SELF ASSESSMENT?

- Employee provides a written assessment of his/her contributions to rating official
- Opportunity for employees to emphasize what they have accomplished during the rating period which contributed to the mission
- Ratings are based on substance of contribution – not on how well the contribution is described
- Employee's input does not relieve the supervisor of the responsibility to prepare interim or end-of-cycle evaluation

GETTING STARTED

- **Review job objectives**
  - What is expected?
  - What are the Performance Indicators?
  - Which Contributing Factors apply?
- **Create a system to capture accomplishments**
  - E-mail folder
  - Word document
  - Notes on Planner or Calendar
  - File folder(s) - one for each objective?
- **Throughout the rating period:**
  - Make copies of important work products for file
  - Review and document on a regular basis, e.g., weekly

WHAT TO DOCUMENT AND COLLECT?

- **Work Products**
  - Reports, Study, Analysis
  - Advisory
  - SOPs
  - Training / course materials
- **Statistics/Metrics**
  - How many
  - How fast
- **Correspondence**
  - Compliments or thanks from customers or supervisors
  - Complex or controversial issue resolutions
  - Appointments to special projects or teams

TIPS FOR RECORDING ACCOMPLISHMENTS

- **Focus on significant accomplishments**
  - Difficulty
  - One of a kind
  - First time
  - High visibility
  - Large volume of work
  - Close deadline
  - Competing priorities
  - Innovation required
  - Scope and impact

- **Document or retain enough information to jog memory, e.g., name of report rather than copy of entire report**
- **Link accomplishment to job objective(s)**

WRITING YOUR SELF ASSESSMENT

- **Review objectives, performance indicators and contributing factors**
- **Review your accomplishments and link them to specific objectives (may be more than one)**
- **Identify your most significant accomplishment(s) for each objective.**
  - Describe what <u>you</u> did (action verbs)
  - Describe the results
  - Describe impact on mission or organizational goals
  - Note challenges you faced and how you met them
  - Ensure contributing factors (**"HOW"**) are addressed

WRITING YOUR SELF ASSESSMENT

- **Space to describe accomplishments is limited**
  - 4000 characters for interim and 8000 characters for annual rating (each for employees and rating official)
  - Focus on significant contributions
  - Be factual, specific and concise
  - Identify objective # that corresponds to accomplishment
- **Supervisor is aware of your work**
  - No need to list everything you do
  - Summarize and highlight your ***important*** contributions
- **Substance is more important than length or style of writing**
- **If you have questions about the process, ask your supervisor**

EXAMPLES OF OBJECTIVE

- **Job Objective:** Complete special projects assigned by Division Chief or Team Leader. Keep leadership informed of progress and any problems encountered during execution. Recommend solution or alternative approaches when problems are encountered. Coordinates with appropriate persons internal and external to the organization.
- **Measurement:** Projects are completed on time, comply with applicable laws, regulations and established policies and meet parameters established by the Division Chief or Team Leader.
- **Contributing Factors:** Cooperation & Teamwork
- **Linked to Strategic Plan Goals 1 and 4**

EXAMPLES OF DOCUMENTING ACCOMPLISHMENTS

- **Special Projects:**
  - **Annual Regional Directors Meeting**
    - Appointed Planning Team Leader
    - Got reduced room rate and free meeting rooms at hotel
    - Proposed agenda approved by Directors
    - Guest speakers and other presenters
    - Printing/logistical support
    - Letter of appreciation
  - **Video Teleconference Room Renovation**
    - Assessed need for new equipment
    - Prepared cost estimate
    - Worked with Contracting to prepare solicitation for bid
    - Located alternate facility for VTCs during renovation

EXAMPLES OF SELF ASSESSMENTS

- **Objective 5. Complete special projects**
- Annual Director's Meeting:
- I led the planning team, developed proposed agenda, coordinated arrangements for guest speakers and other presenters, arranged for printing of handouts and provided administrative support during the meeting.
- I worked with the planning team, Regional Directors, HQs staff, hotel personnel and support staff in coordinating this event.
- I negotiated with the hotel for favorable room rates and free meeting rooms which reduced the cost of the meeting by $5000.
- My efforts contributed to a successful meeting in which a new strategic plan was drafted for our organization.
- I was publicly recognized for my efforts during the conference and later by a personal note from the Deputy Director of our HQs staff.

EXAMPLES OF SELF ASSESSMENTS

- **Objective 5. Complete special projects**
- Video Teleconference Room Renovation:
- I tested and assessed all VTC equipment to determine condition, what needed to be replaced or updated and what renovations were need for the conference facility.
- I researched equipment and prices and presented a cost estimate which was approved by the Director.
- I worked with contracting to prepare the solicitation for bid.
- During the renovation I coordinated with contractors including making arrangements for the building to be accessible on the weekends.
- I arranged for an alternate VTC site during renovations.
- As a result of my efforts, the renovation was completed on time and within budget. The new facility provides superior VTC capability for the staff and our field operations and reduces the cost and need for TDY in many cases.

SUMMARY

- Employees are responsible for documenting contributions during the rating period
- Contributions should be linked to mission-related job objectives
- Focus on results—impact on mission accomplishment
- Substance rather than style is important
- Employee self assessment is strongly encouraged - but not a legal requirement
- Supervisors consider employee input in recommending performance rating and share distribution
- Pay Pool Panel members review employees self-assessment and rating official evaluation

Pay Pool Advisor

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