Performance Management

Writing Effective Self-Assessments
Self-Assessment Structure

• Consists of two sections:
  – Goals & Accomplishments
  – Professional Development Plan (PDP)
# Goals & Accomplishments

<table>
<thead>
<tr>
<th>Steps</th>
<th>Keys to Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summarize goal achievement</td>
<td>Be brief and honest</td>
</tr>
<tr>
<td>Highlight significant accomplishments/recognition</td>
<td>Don’t include minor accomplishments or routine tasks</td>
</tr>
<tr>
<td>Comment on key performance factors</td>
<td>Emphasize balance, it will help with your professional growth</td>
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</tbody>
</table>
### Key Performance Factors

**One: Provide an overall statement summarizing performance**
- Giving an overarching statement of performance for each competency provides the **WHAT**

**Two: Provide a concrete example to support the assessment**
- Using specific instances to illustrate your evaluation demonstrates the **WHEN / HOW**

**Three: Provide guidance for the year ahead**
- Giving suggestions for leveraging that competency in the future portrays **WHERE** those skills can go
Example

Key Performance Factor – Communication

“I am efficient at keeping lines of communication open with my supervisor, teammates and clients. I make a point to keep my supervisor and teammates in the loop about important information. This was illustrated by the emails I sent, meetings I ran (including providing detailed agendas and minutes), and project plan I maintained for the university conference we led in April. In the upcoming year, I aim to improve my active listening and business writing skills.”
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Professional Development Plan

*Think about these three areas:*

1. Achieving the goals for the upcoming period
2. Getting the job done (KPFs)
3. Progressing in your job and/or career
Consider these questions:

1. What learning or skill building is needed to help me successfully reach my goals?

2. What strengths do I have and how can those strengths be leveraged for more success? In what areas do I need to improve?

3. What development is needed to support my short and/or long term career goals?
Learning Methods and Tactics

- **OJT**
- **Classroom Training**
- **Coaching**
- **Reading**
- **Groups**
- **Online (web)**

- **Identify as many tactics as fit your “style”**
  - On the job (OJT) experience (e.g., projects, special assignments, shadow, etc.)
  - Classroom training (e.g., University courses, certifications, internal workshops, etc.)
  - Coaching (e.g., mentor, developmental coach, peer, boss, etc.)
  - Reading (e.g., books, case studies, journals, websites, newsletters, etc.)
  - Groups (e.g., professional association events, LinkedIn, task forces, project teams, etc.)
  - E-learning (e.g., Lynda, Skillport, distance learning courses, podcasts, etc.)
Self-Assessment Resources

http://ode.hr.gwu.edu/self-assessments
Questions?

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