

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC

Performance Management

*Writing Effective Self-
Assessments*



Self-Assessment Structure

- Consists of two sections:
 - Goals & Accomplishments
 - Professional Development Plan (PDP)

Goals & Accomplishments

Steps	Keys to Success
Summarize goal achievement	Be brief and honest
Highlight significant accomplishments/recognition	Don't include minor accomplishments or routine tasks
Comment on key performance factors	Emphasize balance, it will help with your professional growth

Key Performance Factors

Use the One-Two-Three Format

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.”

Example

Key Performance Factor – Communication

The “What”



“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.”

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.

↗ The “How/When”

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.”

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.”

→ The “Where” or future

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



- **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, Linked In, task forces, project teams, etc.)
 - E-learning (e.g., Lynda, Skillport, distance learning courses, podcasts, etc.)

Professional Development Resources



<http://ode.hr.gwu.edu/learn-now>

ORGANIZATIONAL DEVELOPMENT & EFFECTIVENESS



ABOUT

SHARPEN YOUR SKILLS

DEVELOP YOUR CAREER

LEAD OTHERS

OPTIMIZE PERFORMANCE

You are here: [Home](#) / [Optimize Performance](#) / [Performance Management Process](#) / [Self Assessments](#)



PERFORMANCE MANAGEMENT PROCESS

[Introductory Employment Period](#)

[Coaching](#)

[Goal Setting](#)

[Professional Development Plans](#)

[Self Assessments](#)

[Performance Reviews](#)

Self Assessments

Your self-assessment is an important source of input you provide to the annual performance review. You will craft your self-assessment by filling in the "Self-Assessment" fields on the [performance review form \(DOC\)](#).

- Reference the [using the performance review form tool \(PDF\)](#) to help write and evaluate your self-assessment before emailing it to your supervisor.
- Review our guidance on the [Professional Development Plan](#) portion of the self-assessment to maximize your growth potential.

I need help with...

Developing People ▾

- [Career Development](#)
- [Team Performance](#)
- [Developing Direct Reports](#)
- [Individual Excellence: Learn Now Guides](#)

Self-Assessment Resources

<http://ode.hr.gwu.edu/self-assessments>

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC

Questions?

Mafona Shea

Sr. HR Client Partner

mashea@gwu.edu

202-994-1369

THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC