

FOCUS ON THE POSITIVE

This is the time for you to point out your strengths and your accomplishments. Use this opportunity to write about the value you bring to the department and everything you're achieving. It is also a good idea to include any letters of thanks or praise from supervisors, co-workers, and customers.

BE SPECIFIC

Give specific examples of your accomplishments. When possible, use numbers to quantify your achievements. (For example, "Instituted an inventory system that saved the company \$14,000 this year.") Attach documentation to verify your information.

BE HONEST

Few people are all good or all bad performers. Being truthful and upfront about your job is critical in letting your supervisor know where you're at and where you stand. Provide a clear and comprehensive overall image of the work you do.

OFFER SUGGESTIONS FOR IMPROVEMENT

Identify areas you feel can be improved upon and offer solutions that would help you improve your performance. Some possible options are to request on-the-job training, cross-training and opportunities to attend seminars or workshops that would help you to advance in your personal and professional performance.

OFFERING IDEAS FOR SUPERVISORY SUPPORT

This is not a place to complain or criticize leadership, but rather your opportunity to provide valid, positive and constructive suggestions on how your supervisor can better assist you in your job performance.

If you need further assistance, please call your local Human Resources or Workforce Education and Development office.

EL PASO

Human Resources (915) 215-4151
Workforce Education and Development
(915) 215-4144



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Employee Self-Assessment—What, Why and How

EMPLOYEE SELF-ASSESSMENT FORM

- ◆ What is the purpose?
- ◆ Isn't my supervisor supposed to be doing my review?
- ◆ If I assess my accomplishments too low, do I risk getting a lower salary increase because I didn't push for more?
- ◆ If I assess my accomplishments too high, do I look like I have an exaggerated opinion of myself?

All of these questions and more, regarding self-assessments, have become very popular and with good reason. Department managers/supervisors can't possibly remember all of your accomplishments throughout the year. By asking you to provide input on your performance, this reminds your supervisor about all the great things you've achieved.

Additionally, there might be some aspects of your job that you feel were not as successful. By completing a self-assessment, you show your manager that you are serious about your development. It's better to bring up those parts of your performance, than to have them brought up to you.

Finally, the self-assessment gives you a chance to see if you have the same expectations as your manager about how you perform and the results achieved. If your own assessment differs from theirs in some areas, it highlights gaps and enables a discussion about how you can meet those expectations and keep moving forward.

SECTIONS OF THE EMPLOYEE SELF-ASSESSMENT FORM

- ◆ Accomplishments/contributions during this evaluation period which support or enhance the mission of the department/TTUHSC El Paso
- ◆ Performance improvement/development plan progress during the evaluation period (from previous year's evaluation)
- ◆ Ideas for improvement/development during the upcoming year
- ◆ Suggestions for things your supervisor can do to better assist you in your position.



"The biggest room in the world is the room for improvement." - Unknown

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EMPLOYEE SELF-ASSESSMENT TIPS

TTUHSC El Paso is committed to utilizing the employee self-assessment as part of the annual evaluation and review of employee performance. In this process, you're asked to simply review your job performance, strengths, weaknesses and areas where you want to improve as they relate to your Position Description. As an example, select a function from your Position Description or a couple of the following competencies as a guide to highlight your performance:

1. Position Functions for Organizational Productivity which focus on job functions and performance standards.
2. Competencies for Organizational Excellence
 - ◆ Accountability
 - ◆ Adaptability
 - ◆ Communication
 - ◆ Compliance
 - ◆ Confidentiality
 - ◆ Dependability
 - ◆ Diversity/inclusion
 - ◆ Initiative
 - ◆ Integrity/honesty
 - ◆ Interpersonal skills
 - ◆ Job knowledge
 - ◆ Problem solving/decision making
 - ◆ Professionalism
 - ◆ Quality of work
 - ◆ Quantity of work
 - ◆ Service focus
 - ◆ Stewardship
 - ◆ Teamwork
 - ◆ Workplace Safety

"If we always do what we've always done, we will get what we've always got." - Adam Urbanski