

Review Self Assessment

The Self Assessment is an opportunity for your employee to assess their own performance and professional development over the past performance year. Use the comment boxes to indicate your agreement or disagreement with your employee's assessment, acknowledge their goal achievement and accomplishments, and clarify your expectations going forward by describing what your employee should continue doing and what they should change. Follow the **steps in red** to complete the Self Assessment in Talent@GW.

1. Comment on the extent to which goals agreed upon for this review period were achieved. Highlight significant accomplishments and include any special recognition received throughout the year. Identify areas that should be targeted for improvement. Employees may include self-assessment comments on the Key Performance Factors in this section.

Comments: *

1 Review your employee's comments:

Norman Washington (Self) Review: 2018 Annual Performance Review (Training) Time: 5/31/2018 2:55 PM
Goal Completion

- Goal #1 - Respond to all emails and voice messages within 24 hours

More

Select More to view all employee comments.

2 Enter your comments here.

(Example) Goals

- Goal #2 - Implement new undergraduate admissions strategy by May, 2018.
 - This goal was one of Norman's most important projects over the past year. While Norman successfully completed three of the five elements needed for successful implementation of the policy, he was not able to complete two crucial elements of the strategy before the end of the performance cycle. It is not fully clear whether his inability to complete the goal was the result of poor time management or his failure to choose priorities appropriately.

2. What professional development did you pursue last year (e.g. on-the-job learning such as projects and special assignments, certifications obtained/maintained)?

Comments:

3 Review your employee's comments:

Norman Washington (Self) Review: 2018 Annual Performance Review (Training) Time: 5/31/2018 2:58 PM
My professional development plan this past year focused on improving my business writing and presentation skills, increasing my knowledge in the field of admissions, and becoming more active in the community. I have completed the following:

More

Select More to view all employee comments.

4 Enter your comments here.

(Example) Norman took some positive steps to improve his business writing skills by completing the "Business Writing Fundamentals" course in Talent@GW. While this is a good start, Norman needs to continue to improve in this area. He should read the "Harvard Business Review Guide to Better Business Writing" this upcoming year and discuss with me how he is applying the principles during our regular 1:1 meetings.

5 Select Save and Continue.

Select Save and Exit if you want to save your progress and finish this section later.

Back Save and Exit Save and Continue

Once you complete **Step 5** and select **Save and Continue**, you will advance to the Key Performance Factors section where you will provide ratings and comments on each of the factor areas.