

Self Assessment

Your Self Assessment serves as a brief summary of how you've achieved your goals and professional development for the past performance year. List for your manager only the significant highlights and challenges you experienced throughout the year. Follow the **steps in red** to complete your 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 Enter your comments here.

(Example) Goal Completion

- **Goal #1 - Respond to all emails and voice messages within 24 hours.** Status: Achieved.
- **Goal #2 - Implement new undergraduate admissions strategy by May, 2018.** Status: Partially achieved. 3 out of the 5 strategy elements have been completed to date. The remaining 2 elements were not achieved due to a lack of effective time management. I plan on working with my supervisor to improve my time management skills and will complete the final 2 strategy elements by September, 2018.

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:

2 Enter your comments here.

(Example) 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 accountable. To accomplish this, I did the following:

- Completed "Business Writing Fundamentals" online course in Talent@GW
- Volunteered to lead monthly knowledge share meetings with the team
- Identified the Director of Admissions as a mentor

3 Once you've answered the questions, select **Submit to send your Self Assessment to your Manager**

Select **Save and Exit** if you want to save your progress and finish your Self Assessment later

Back Save and Exit **Submit**

Once you complete **Step 3** and submit the Self Assessment to your manager, they will complete your performance review and schedule a review discussion with you. Then, your Next Level Approver will sign off on your review. Finally, your review will be available to you online and you and your manager will meet to discuss your review and sign off to complete the process.