

Employee Guideline to Self Assessment

What is Le Moyne College's performance assessment process?

The Le Moyne College Performance Assessment process is intended to support a culture of work and achievement based on the core values of Cura Personalis and Magis. The college strives to provide opportunities to develop the whole person and an environment that supports a relentless quest for qualitative improvement.

What are the objectives of the performance assessment process?

- Align perspectives on performance with expectations
- Engage in open, honest, direct, and ongoing dialogue in regard to performance
- Link performance to individual, department, and/or institutional goals, mission, vision and OneLeMoyne strategic plan.
- Support personal and professional development by recognizing strengths and weaknesses and identifying effective ways to successfully accomplish daily tasks and individual and/or department goals.

STEPS to completing the performance self assessment process:

1. Prepare
 - Do not rush through your self assessment. This is your opportunity to highlight your specific accomplishments and achievements during the review period. Make time and take adequate time to complete the form.
 - Your self assessment should reflect your performance and accomplishments clearly so use specific examples of your work whenever possible.
2. Give credit where credit is due
 - Think about and write about your best work. Include projects you have completed, goals and objectives you accomplished, teams and committees you participated on, improvements and enhancements you made in your area of responsibility, and the contributions and work you provided throughout the year.
 - Consider and comment on the mission-based competencies (pg 2 of assessment form) you may have applied to support your performance throughout the year.
 - Use strong action verbs such as produced, initiated, developed, oversaw, created, etc.
3. Describe how you perform your job
 - Be prepared to talk about your daily job responsibilities. Did you meet your individual goals and/or department goals?
 - Describe any training or development work you completed during the past year. Discuss how this helped you in your work, improved your skills, or broadened your experience and understanding of what we do. Talk about how this benefited your position, department and/or the college.

4. Be Reflective

- Give a balanced review. Be sure to think about and share any projects, assignments, or work that challenged you. Be specific regarding what was challenging and how you might develop to eliminate this challenge in the future.
- Consider and comment on the mission-based competencies (pg 2 of assessment form) you may want to consider or apply which could help you improve your performance in this area in the future.

5. Be Objective

- Be prepared to consider potential areas of improvement in the spirit of our core values – caring for the whole person and a relentless quest for quality and desire to do and be more.
- It is important to provide good information and to listen carefully to the feedback being provided by your supervisor.
- Engage in the discussion and actively listen to what your supervisor is saying. Ask questions when necessary to ensure you understand what is being conveyed.
- If you don't understand, or disagree, be certain to allow your supervisor to finish and then state politely your perspective on the issue to help clarify the situation.
- Consider skills and behaviors that you can develop and set goals for improving these areas over the next year.

Questions to ask when completing your self evaluation:

1. Which areas have I met or exceeded job requirements? (Explain with examples)
2. Which areas do I feel I have not met requirements and why?
3. What steps have I taken to improve my performance?
4. What training, coaching, experience, education do I feel would benefit me in my current position or for future positions within the institution?
5. What mission based competencies do I possess and which ones would I like to develop?