Note, self-evaluations are not mandatory, however, encouraged.

Dear AFGE member,

As we enter our final month of the fiscal year each employee should start thinking about their self evaluation .  You can write and submit your self evaluation to your first line supervisor anytime between today and October 15th.  Self-evaluations are not mandatory and no one enjoys writing them, however a  self-evaluation is the single most important activity a person can do for their supervisor to understand an individual’s view of their work.

Your supervisor is asked to put together an evaluation of the employee, but they don’t know all that you do and accomplish all year long.  They are not asking you to tell them your preferred rating, they are asking you to look at the activities you complete and how do they fit within the performance standards that you are assigned.  Each year you should also include a section of where you would like to grow for the next year and what element this would fit in.

Self-assessment isn’t just about the metrics, but also about evaluating your role within the department, facility and how all of this interacts with your own growth, career goals and balancing stress.  Use the link below to help you with your self evaluation and areas of growth and strengths.

[https://hbr.org/2016/01/the-8-self-assessments-you-need-to-improve-at-work-this-year](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhbr.org%2F2016%2F01%2Fthe-8-self-assessments-you-need-to-improve-at-work-this-year&data=05%7C01%7C%7Cda7776ebd24e4b45bcbe08daa6a225e2%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C0%7C638005512593932894%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MH3f6rOSj2UiYYa8x%2F8IjmSKvGo%2FbQrUc7YX0URDzPM%3D&reserved=0)

**Key to writing a self-evaluation:**

Approach/ communication between you and your supervisor is a key factor.

What is your role in the yearly evaluation and or mid-term evaluation?

•       Know your functional statement/ standards

•       Know your performance plan

•       You are given your performance plan and functional statement when you were hired, and you are also given a copy at your yearly  evaluation.  This can also be found in your eOPF file.

* Participate, don’t wait for your supervisor to come to you.
* Understand your standards
* Ask questions during your mid term
* Ask for training
* Discuss your strengths and weaknesses all year long.

Anything that your supervisor is not aware that you are doing add to your self-evaluation.  Example:  training, coverage of another employee while they are absent, etc.

* Make sure your evaluation is truthful.

When writing the evaluation:

* List the critical element and then under it list the extras that you did.
* Use numbers and stats as much as possible
* List ALL of the elements and how you achieved them
* List other duties that you have done, assigned or not.
* List non-critical elements
* List community activities…  This shows leadership abilities and responsibilities outside of work.  It can be anything.  Example: community service, volunteering, etc.
* List anything that supports the KCVA mission.
* List anything that shows you take the extra initiative to help out with your department and help patients and employees of the KCVA.
* List all meetings/ groups and forums/ committees you are involved with.  This shows time management, customer service and challenges you face while at work.

The self-evaluation is a tool to help you communicate with your supervisor and to tell them what all you have done over the year.  At the end of your yearly evaluation, ask your supervisor for next year’s STANDARDS.  This is extremely important in case they have changed, and it will give you a base for what to work on the next year.  Per union contract, the Self-Assessments will be due no later than October 15, 2022.

Your supervisor must have been your supervisor for at least 90 days for them to evaluate you; however, if you switch supervisors during the year and have been supervised by your new/current supervisor less than 90 days, then a summary from the previous supervisor should be given to the new supervisor.  This will prevent a delay in processing their end of year appraisal.

Title 5, WG and Hybrid employees: November 15th is the deadline for a supervisor to get the evaluation submitted to HR in order for them to approve any type of bonus.  NOTE:   HR has not received any notification there will be a bonus this year; therefore, employees should not expect a bonus.

Title 5, WG and Hybrid employees: If you do not agree with the results of your yearly evaluation, you are able to ask for a “2nd level review.”   This review will be done by your 2nd line supervisor or chief.  This 2nd review will be due by December 15th.

Appraisal ratings:

**OUTSTANDING -** Achievement levels for all elements are designated as Exceptional.

**EXCELLENT -** Achievement levels for all critical elements are designated as Exceptional. Achievement levels for noncritical elements are designated as at least Fully Successful. Some, but not all, noncritical elements may be designated as Exceptional.

**FULLY SUCCESSFUL -** The achievement level for at least one critical element is designated as Fully Successful. Achievement levels for other critical and noncritical elements are designated as at least Fully Successful or higher.

**MINIMALLY SATISFACTORY -** Achievement levels for all critical elements are designated as at least Fully Successful. However, the achievement level(s) for one (or more) noncritical element(s) is (are) designated as Unacceptable.

**UNACCEPTABLE -** The achievement level(s) for one (or more) critical element(s) is (are) designated as Unacceptable.