**FOCUS ON THE POSITIVE**

This is the time to point out your strengths and your accomplishments. Use this opportunity to talk about the value you bring to the department and everything you’re doing well. You might want to include any letters of thanks or praise from customers or co-workers.

**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.”) Again, attach documentation to verify your information.

**BE HONEST**

Few people are all good or all bad. Being truthful and upfront about your job is critical.

**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 performance.

**OFFERING IDEAS FOR SUPERVISORY SUPPORT**

This is not a place to air complaints or criticize leadership, but an opportunity to offer 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.

**AMARILLO**

Human Resources (806) 414-9950
Workforce Education and Development (806) 414-9920

**LUBBOCK**

Human Resources (806) 743-2865
Workforce Education and Development (806) 743-6446

**PERMIAN BASIN**

Human Resources (432) 703-5147
Workforce Education and Development (432) 703-5434

**CMHC**

Human Resources (806) 743-3281 or toll-free 1-866-541-7731
Employee Self-Assessment — What, Why and How

**EMPLOYEE SELF-ASSESSMENT FORM**

- What is the purpose?
- What does it consist of?
- What are some tips for success?
- Who do I contact if I have questions?

**Answer(s):** All of these questions and more, regarding self-assessments, have become very popular and with good reason. Department managers/supervisors can’t possibly remember everything you’ve accomplished throughout the year. By asking you to provide input into your own performance, it reminds your supervisor about all the good things you achieved.

Additionally, there are probably some aspects of your job that you might not have been as happy about. By completing a self-assessment, you show your manager that you are serious about your development. It’s always easier 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 work and the results you get. If your own assessment differs from theirs in some areas, it highlights gaps and enables a discussion about how you can meet those expectations 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
- 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.

**EMPLOYEE SELF-ASSESSMENT TIPS**

TTUHSC is committed to utilizing the employee self-assessment as part of the annual evaluation and review of employee performance. In this informal 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, use items from the categories listed below 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 always get what we’ve always gotten.”
- Adam Urbanski