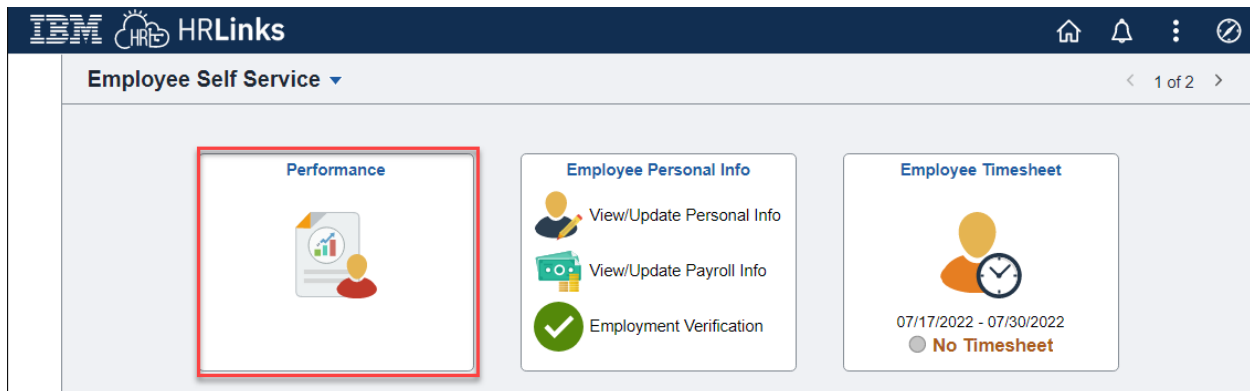




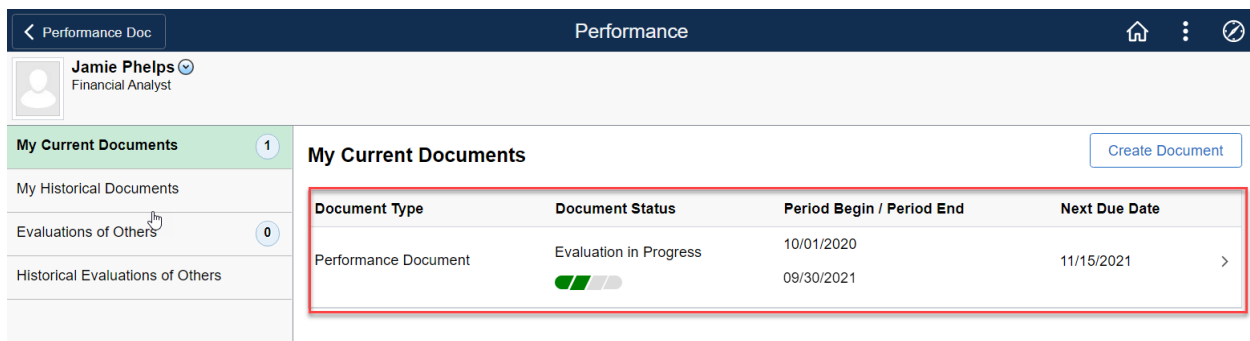
Create an End of Year Self-Assessment (Employee)

Follow this job aid to complete a self-assessment in support of your evaluation.

1. Select the **Performance** tile on the Employee Self Service homepage.



2. On the **My Current Documents** page, select your performance plan.





3. The Performance Document is displayed. Select the **Expand All** link.

GSATRN

Home | Notifications | Settings

Favorites | Main Menu | Performance

Performance Process

Steps and Tasks

- Establish Performance Plan
Due Date: 11/16/2020
- Complete Mid-Year Self-Assessment
Due Date: 06/01/2021
- Nominate Participants
Due Date: 11/15/2021
- Complete Self-Assessment
Due Date: 11/15/2021
Update and Complete
- Review Manager Evaluation
Due Date: 11/15/2021

Overview


Performance Document

[Return to Current Documents](#) | [Save](#) | [Complete](#)

Self-Evaluation - Update and Complete

[Print](#) | [Notify](#) | [Export](#)

Jamie Phelps



Job Title	Financial Analyst	Manager	Udval Jones
Document Type	Performance Document	Period	10/01/2020 - 09/30/2021
Template	GSA Annual Performance Plan	Document ID	16
Status	Evaluation in Progress	Due Date	11/15/2021

Employee Data

Employee ID	00000063
Department	H1AW Acquisition Workforce Developm
Location	0000000381 MO-KANSAS CITY-Prshing Sq Main
Position	90000062 Job Code 101782 Occ Series 1160 Bargaining Unit 7777
Pay Plan	GS Plan/Grade 0000 12 Step 8

[Rating History](#)

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

[Expand All](#) | [Collapse All](#) | [TAB Format](#) | [Calculate All Ratings](#)

Section 1 - Position Description Review Certification

[Expand](#) | [Collapse](#)

Position Description Review Certification



- The **Measure Rating** drop-down menus will be available for each **Specific Measure**. For each element, an **Measure Rating** drop-down menu and an **Employee Comments** textbox will be available. Select the **Edit Comments** button.

Note: Selecting Employee Ratings is optional. You can submit your Self-Assessment without selecting Ratings.

- Enter comments in the box. Scroll down and select **Ok** button.



6. In the GSA Elements Summary area, summary comments can be entered into the Employee Comments text box by selecting **Edit Comments**.

7. Enter comments in the box. Scroll down and select the Ok button.

8. Under the Attachments section. Select the **Add Attachment** button if you would like to attach files for the Self-Evaluation.



Attachments

No Attachments have been added to this document



Add Attachment

9. After completing the **Measure Ratings** and **Employee Comments**, select the **Save** button at the top of the page. Then select the **Complete** button.

Note: Your Supervisor cannot see your comments until you select the **Complete** button.

Performance Document

Self-Evaluation - Update and Complete

Jamie Phelps

Job Title Financial Analyst Manager Udval Jones

Document Type Performance Document Period 10/01/2020 - 09/30/2021

Template GSA Annual Performance Plan Document ID 16

Status Evaluation in Progress Due Date 11/15/2021

Return to Current Documents Save Complete

Print Notify Export

10. Select the **Confirm** button to submit your Self-Evaluation.

Submit

If you are ready to submit your self-assessment to your manager, please select **Confirm**.

If you are not ready to submit your self-assessment to your manager, please select **Cancel**.

If you submit your self-assessment and later determine that you need it to be returned to you for further edits, please place a request with the HR Links Help Desk ticket (select the "Help Desk Home" tile from your HR Links home page) to have it returned to you.

Confirm Cancel

11. ***You have successfully submitted your self-assessment.***



12. If you need to make adjustments contact your Supervisor who can [Reopen](#) the Self-Assessment for you. If your supervisor completes your review in HR Links **before** you submit your self-assessment, it will not be considered in the end of year review.

Questions

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:



- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)