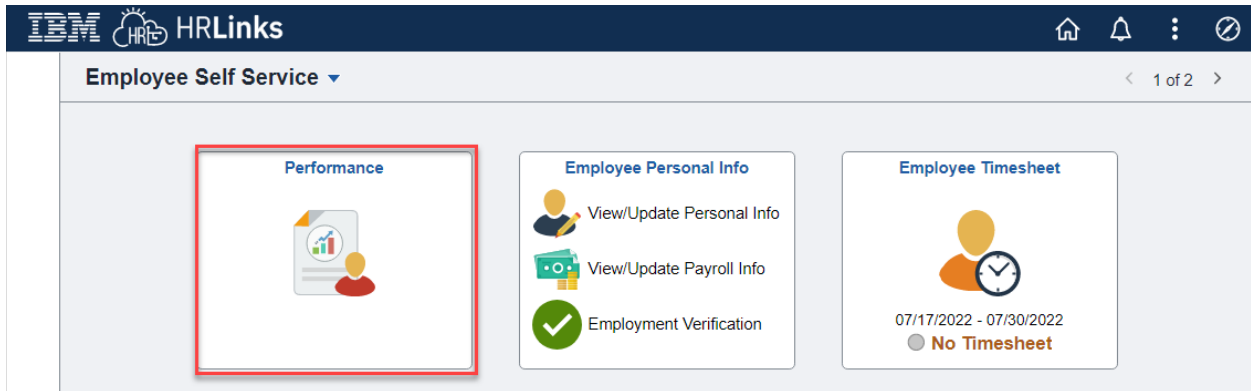




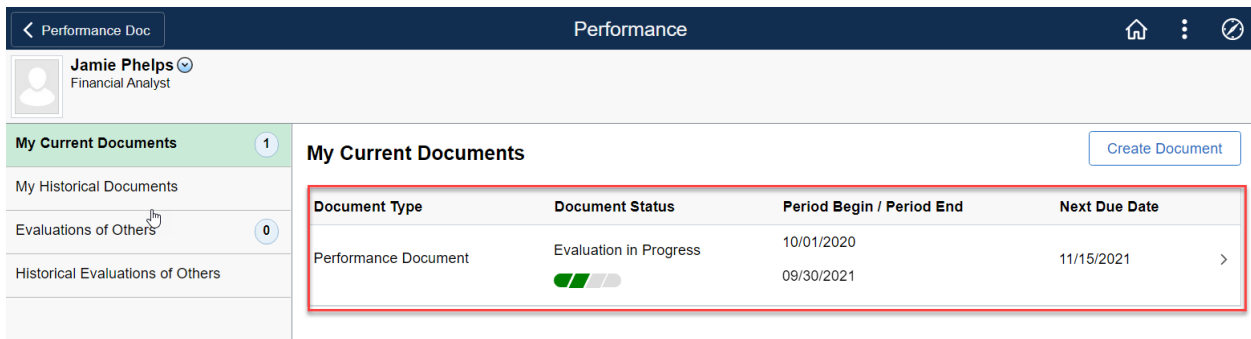
# Create an End of Year Self-Assessment (Employee)

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.

The screenshot shows the GSATRN Performance Document interface. The main content area is titled "Self-Evaluation - Update and Complete" for Jamie Phelps. It displays various details including Job Title (Financial Analyst), Manager (Udval Jones), Document Type (Performance Document), Template (GSA Annual Performance Plan), and Status (Evaluation in Progress). The "Employee Data" section lists Employee ID (00000063), Department (H1AW), Location (000000381), Position (90000062), Job Code (101782), Occ Series (1160), Bargaining Unit (7777), and Pay Plan (GS). Below this, there is a "Rating History" link and a text prompt: "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." At the bottom of the main content area, there is a navigation bar with the "Expand All" link highlighted in a red box, along with "Collapse All", "TAB Format", and "Calculate All Ratings" options.

GSATRN

Performance Process

Steps and Tasks

Jamie Phelps  
Performance Document  
10/01/2020 - 09/30/2021

- Establish Performance Plan  
Due Date: 11/15/2020
- 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

Performance Document

Return to Current Documents Save Complete

Print Notify Export

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

Employee Data

Employee ID: 00000063  
Department: H1AW  
Location: 000000381  
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



- 4. 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.

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

### Self-Evaluation - Update and Complete

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

Description: Fosters a safe team environment and innovation.

#### Measures:

- 1- The quantity or quality of the employee's work is not adequate for the position or organizational needs. Tasks are not completed with the required accuracy and thoroughness. Products are not completed within established timeframes or require major revision because they are incomplete or inaccurate. Lack of adherence to required procedures, instructions, and formats contribute to inadequate work products. Deficiencies create adverse consequences for the organization or create unacceptable burdens for other personnel. The employee's lack of cooperation with customers, supervisor, and/or coworkers, or loss of credibility due to irresponsible communication or work activity, interferes with the successful completion of the work.
- 2- Minimally inspires and fosters team commitment and trust. Minimally facilitates cooperation and motivates team members. Usually manages and resolve conflicts and disagreements.
- 3- Inspires and fosters team commitment and trust. Facilitates cooperation and motivates team members to accomplish GSA's mission and goals. Manages and resolves conflicts and disagreements in a constructive manner. Anticipates and takes steps to prevent counter-productive confrontations.
- 4- Inspires and fosters team commitment and trust. Facilitates cooperation and motivates team members to accomplish GSA's mission and goals. Develops and fosters a team environment that supports innovation. Resolves conflicts and disagreements in a constructive manner. Anticipates and takes steps to prevent counter-productive confrontations. Conflicts are resolved and unit performance continues to operate effectively.
- 5- Exhibits leadership qualities and management practices that generate buy-in from staff to support the team's efforts. Develops and fosters a team environment that supports innovation. Demonstrates the ability to manage conflict and disagreements among his/her staff, colleagues, and superiors to achieve a constructive outcome. Promptly anticipates and takes steps to prevent counter-productive confrontations. Conflicts are resolved and unit performance continues to operate effectively or promptly takes action to ensure work unit performance continues.

Measure Rating

00.00

- Level 1 Unacceptable
- Level 2 Minimally Successful
- Level 3 Fully Successful
- Level 4 Above Fully Successful
- Level 5 Outstanding
- Unrateable

Weight

Critical Element Rating

00.00

Employee Comments

Font Size B I U

Created By Udal Jones 03/04/2021 2:04PM

### ▼ CUSTOMER SERVICE

**Measurement** : General Measure: Quality and timeliness

Derived from: Position description, FAI professional competencies for customer service, oral communication, interpersonal skills, flexibility, and resilience



5. Select the **Add Attachment** button if you would like to attach files to the Self-Evaluation.

### Attachments

No Attachments have been added to this document



6. 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.

The screenshot shows the 'Self-Evaluation - Update and Complete' page for Jamie Phelps. At the top right, there are buttons for 'Return to Current Documents', 'Save', and 'Complete'. Below the title, there are links for 'Print', 'Notify', and 'Export'. The page displays the employee's profile picture and a table of details:

|               |                             |             |                         |
|---------------|-----------------------------|-------------|-------------------------|
| 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              |

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

The 'Submit' dialog box contains the following text:

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

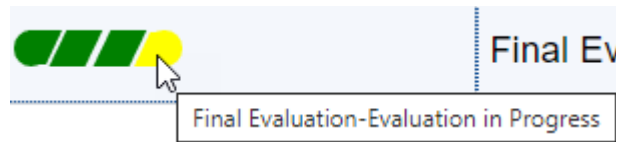
If you are not ready to submit your self-assessment to your manager, please select **Cancel**.

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.

At the bottom, there are two buttons: 'Confirm' and 'Cancel'.



The Status Bar shows the final bar as Final Evaluation – Evaluation in Progress (yellow)





## 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](mailto: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](#)