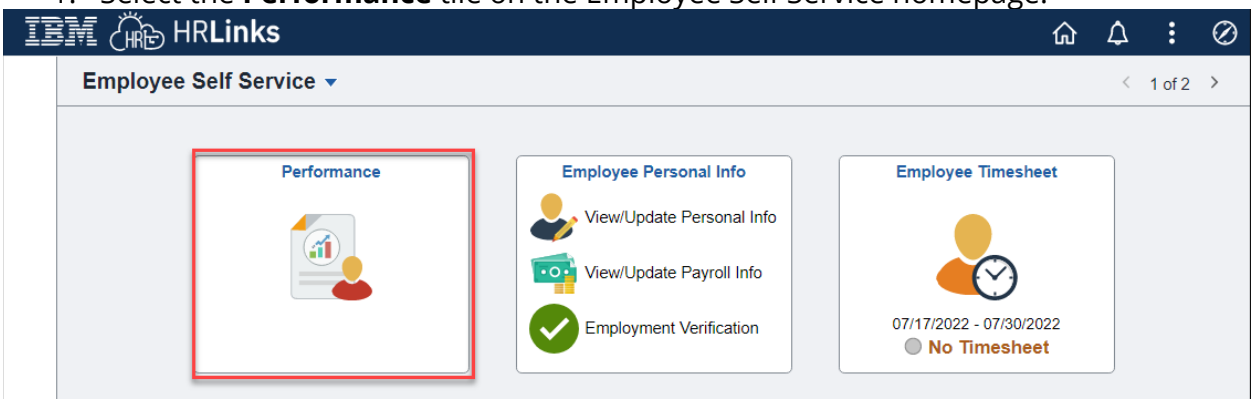
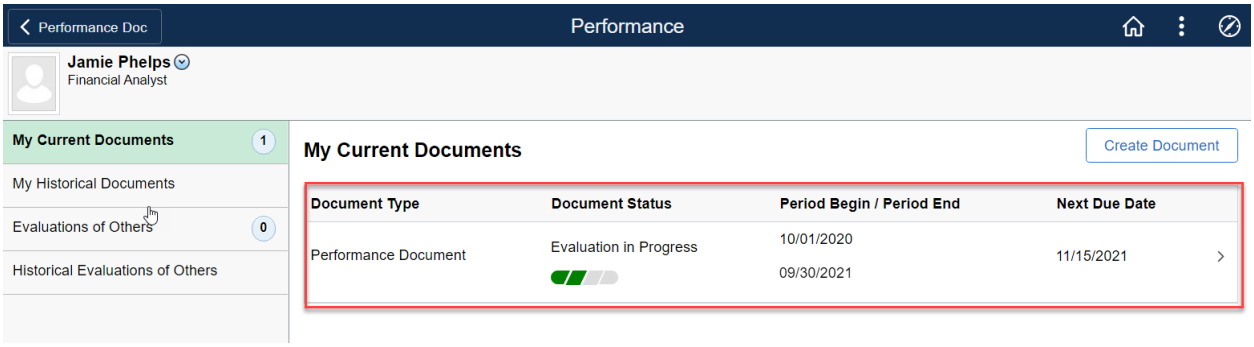
# Create a Mid Year Self-Assessment (Employee)

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

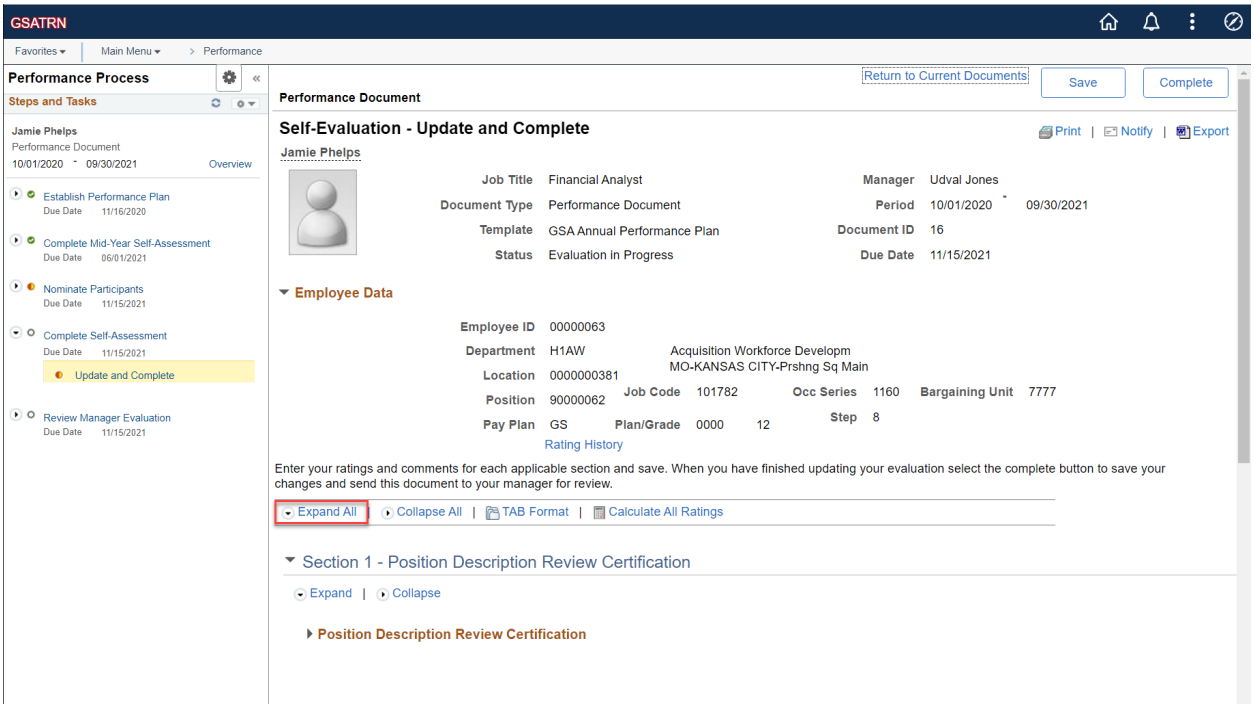
1. Select the **Performance** tile on the Employee Self Service homepage.



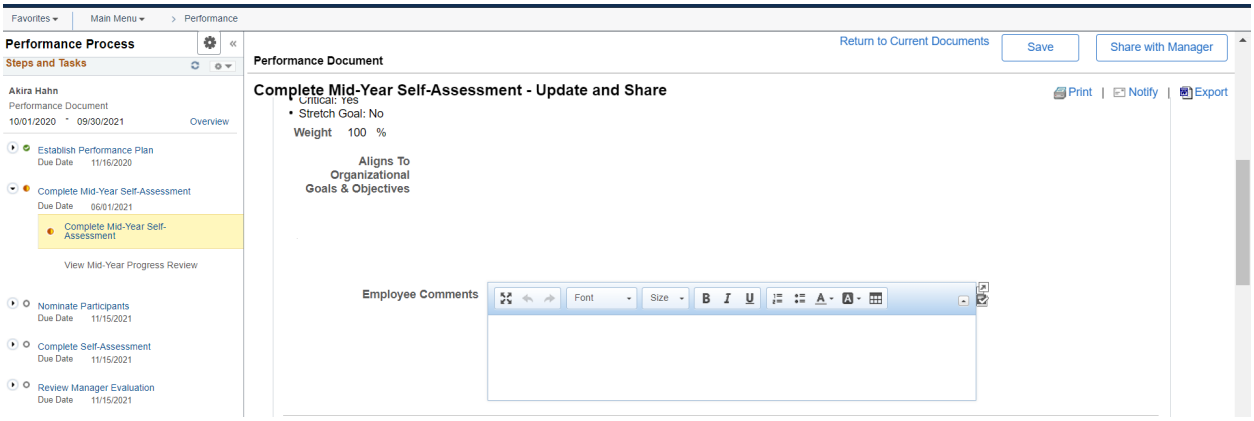

2. On the **My Current Documents** page, select your performance plan.



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



3. Once you expand all the sections, an **Employee Comments** box will be available for each element.

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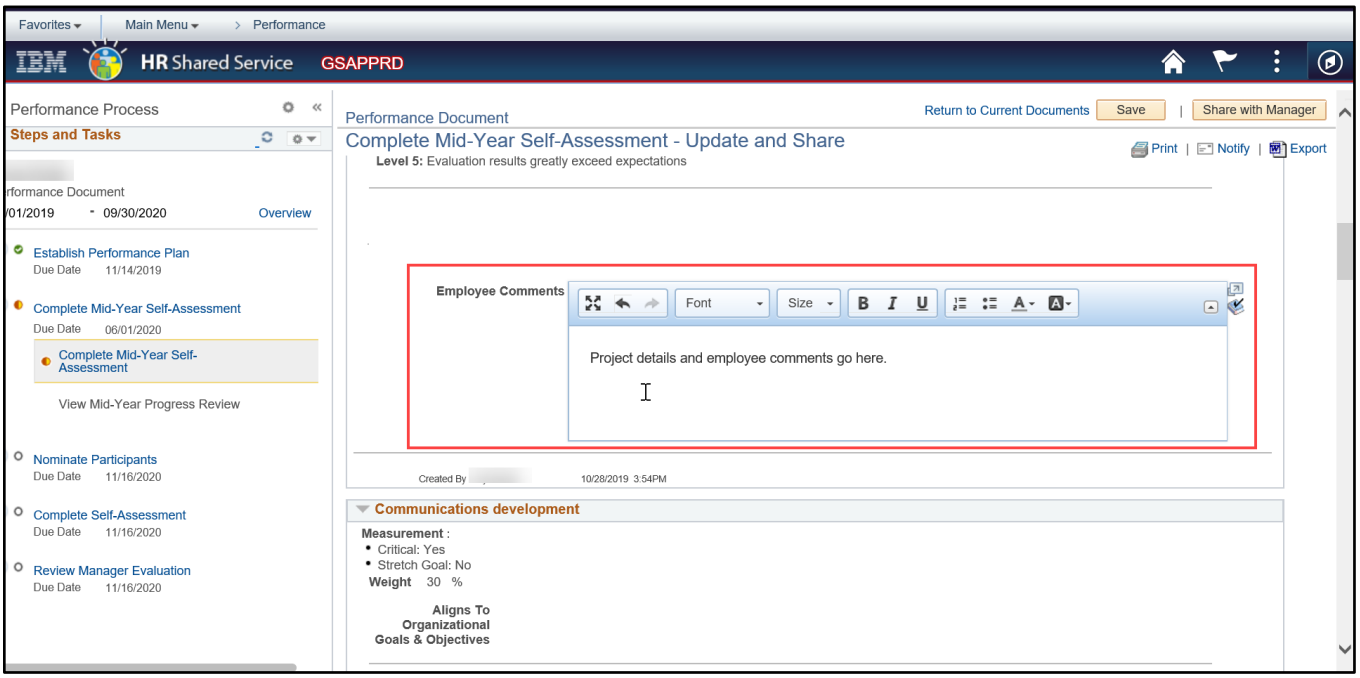
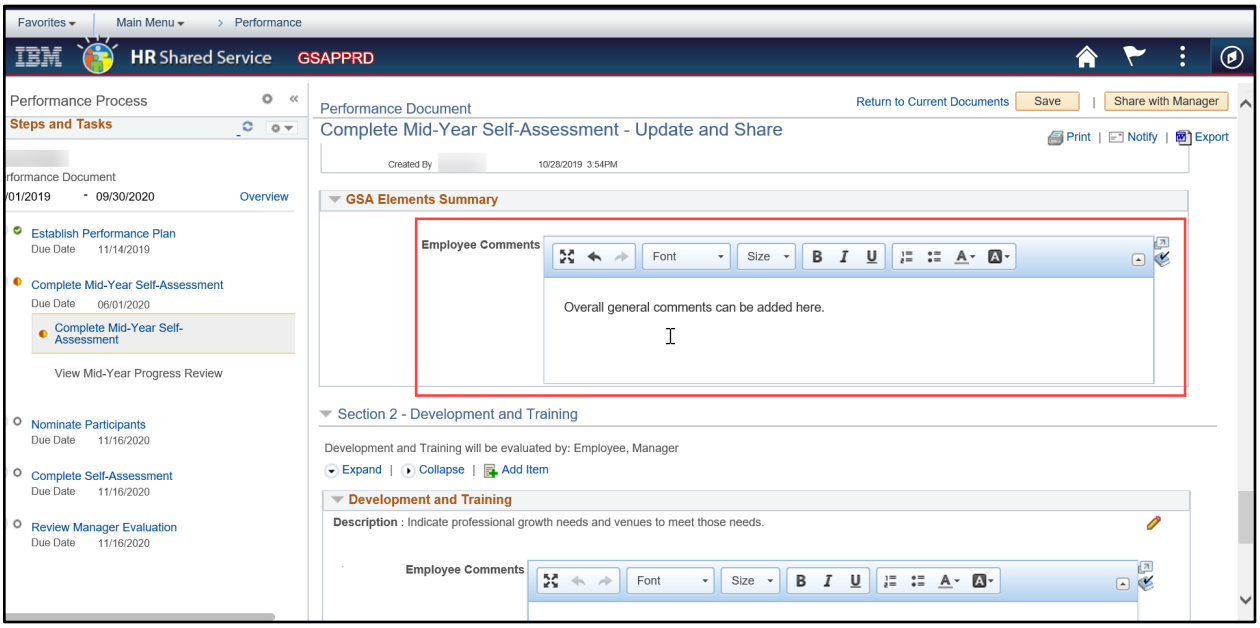
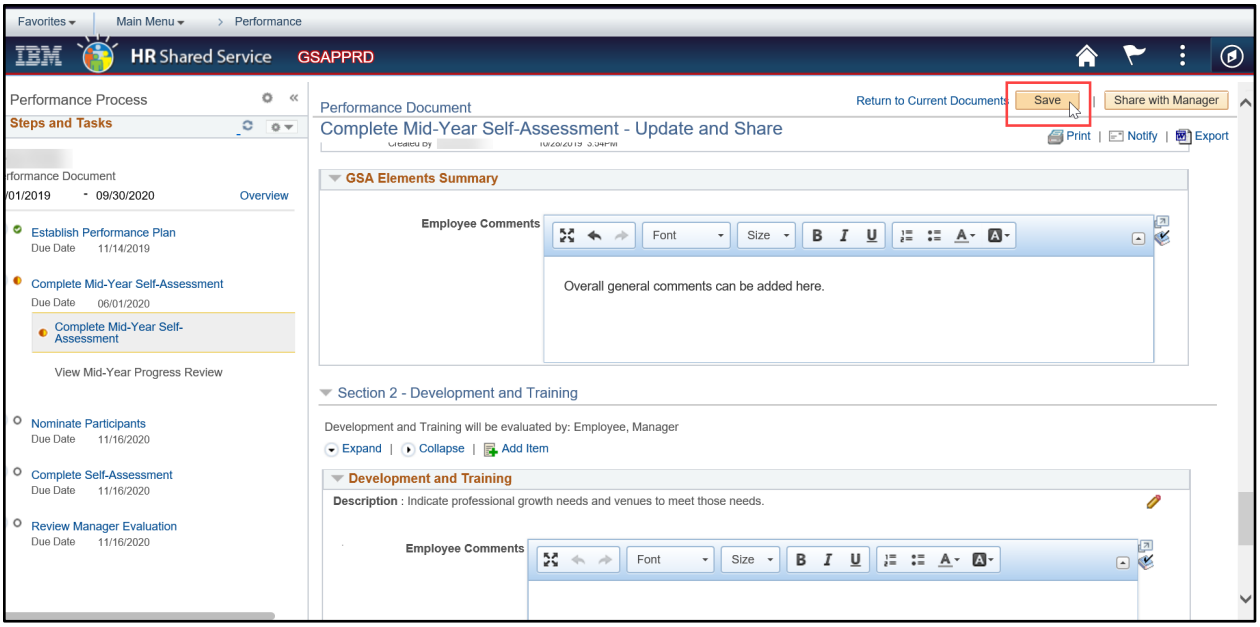


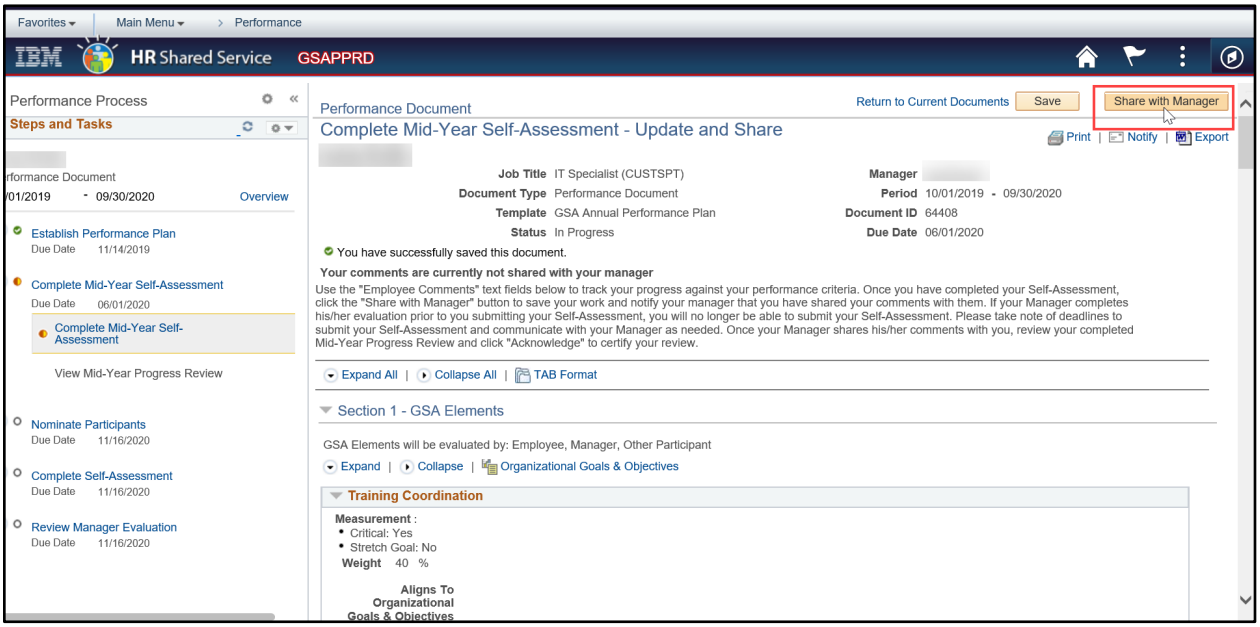
4. Enter comments in each text box, as desired. A **GSA Elements Summary** text box is also available for overall, or summary, comments.
    a. **Note:** Your supervisor will not be able to see your comments until you select the **Share with Manager** button at the top right of the page.



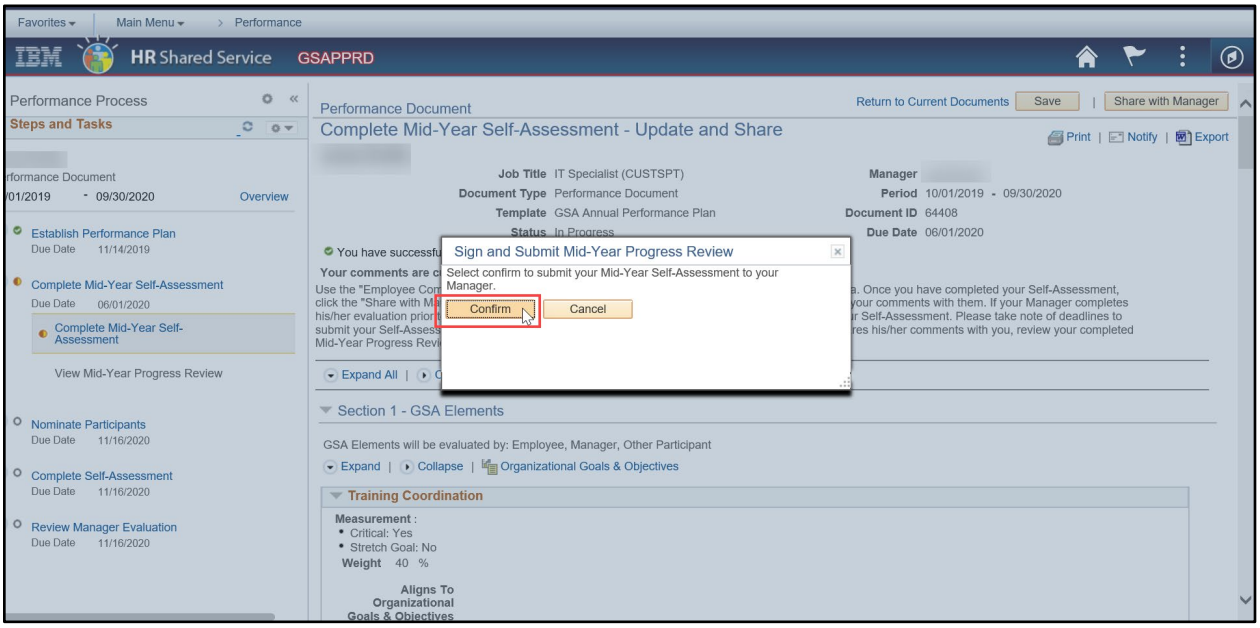

5. After you enter comments into each section, choose the **Save** button to save your work.



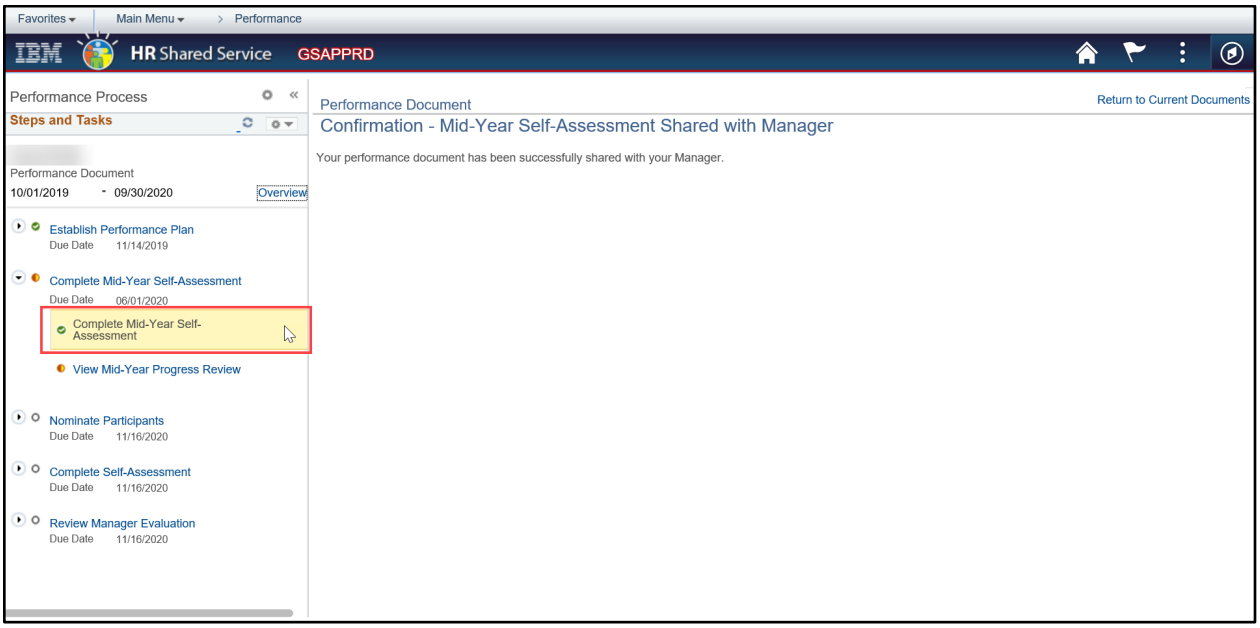
6. When you are ready to share your self-assessment with your supervisor, choose the **Share with Manager** button.



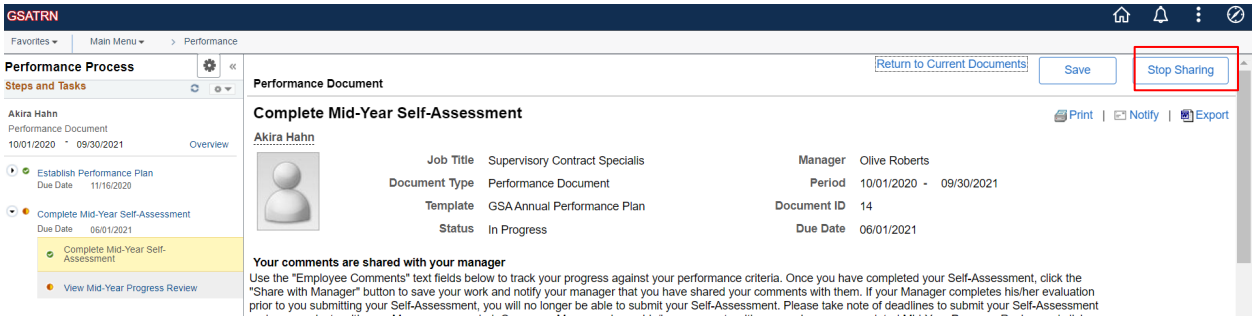

7. Select the **Confirm** button to submit your self-assessment.
   a. **Note:** Complete your self-assessment before your supervisor completes your Mid-Year Progress Review. If your supervisor completes your review in HR Links **before** you submit your self-assessment, it will not be considered in the Mid-Year Progress Review.



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




9. If you need to make adjustments select the **Stop Sharing.** If your supervisor completes your review in HR Links **<u>before</u>** you submit your self-assessment, it will not be considered in the Mid-Year Progress 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