



2018 Timing: Employee self-assesses their performance, populates the “**What was achieved?**” (yellow cells) in their myCareer plan and send to the conversation leader by the end of January.

Duration: approx. 1-2 hours

Self-Assessment – November / January

Assumptions: you have had a discussion with your manager or their delegate (conversation leader) at the start of the year and clearly outlined all performance goals. You’ve also engaged in ongoing, informal feedback against those goals with your manager, delegate (conversation leader) or peer mentor.

Complete your “self-review” and reflect on whether goals have been met, your achievements, and development undertaken.

Take time to reflect on feedback that has occurred throughout the year and:

- ✓ Remember to consider your **performance relative to opportunity** and clearly document it in the performance relative to opportunity box at the start of the myCareer plan.
- ✓ Think about feedback from other sources (e.g. peers, internal customers) on your performance.
- ✓ Identify your performance strengths (against goals set) and examples that demonstrate those strengths.
- ✓ Identify one or two areas of performance improvement and consider what support might help you close any development gaps or build on a strength.
- ✓ Document your self-assessment in the **myCareer Plan**. Complete the “**What was achieved?**” column (yellow cells) and put forward your **ratings** of your performance. Ensure you reflect on all elements of the template; your career, expectations / achievement and Values in Action goals.
- ✓ Provide the myCareer plan with your self-assessment completed to your manager or conversation leader by the end of January.

Year Ahead / End of Year Meeting – February / April

As part of your self-assessment, prepare for the meeting:

- ✓ What performance expectations have you **met**? What have you **achieved**? What have you **exceeded** goals? *What capabilities and skills have I demonstrated? What did I do well? What have I accomplished beyond my job description or goals?*
- ✓ Identify any actual or perceived obstacles so that you can work out solutions with your conversation leader during the meeting. *What did I find challenging?*
- ✓ Reflect on any development areas; *“what development might be helpful to me?” “Of the development I have undertaken this review period, what has worked well for me? What hasn’t?”*
- ✓ As the Values in Action are new, take additional time to reflect on them and what you’ve demonstrated and achieved. The focus of the Values in Action is recognition and acknowledgement; a strengths based approach is preferred. *How do I make UNSW a positive place to work?*
- ✓ As you **drive your own career**, a plan for next steps is highly recommended e.g. timeline for creating next year’s goals and preferred development plan.