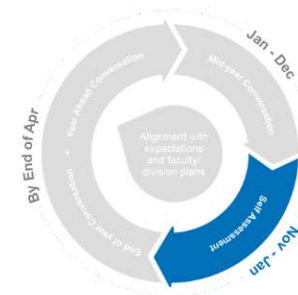







### 3. Self-Assessment (for Conversation Leader information)



Evaluating and acknowledging own performance at the end of the year is essential

 <p><b>Who is involved &amp; time commitment</b></p> <ul style="list-style-type: none"> <li>Individual</li> <li>myCareer Plan: 2hrs (including 360 data collection.)</li> </ul>	 <p><b>What you will need</b></p> <ul style="list-style-type: none"> <li>myCareer Plan</li> </ul>	 <p><b>When it occurs</b></p> <ul style="list-style-type: none"> <li><b>November-January:</b> myCareer Plan (self-assessment) &amp; 360 input</li> </ul>
 <p><b>Action required</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conversation leader to prompt Individuals to complete the self-assessment and send it to the Conversation Leader at least a week prior to the Year End conversation.</li> <li><input type="checkbox"/> Individual to contact their list of people requesting 360 input or collates 360 input obtained through the year (recommended but not essential)</li> <li><input type="checkbox"/> Academics to ensure ROS is fully up to date as part of self assessment.</li> <li><input type="checkbox"/> <b>Individual</b> to complete myCareer Plan self assessment (blue column “What was achieved?”)</li> <li><input type="checkbox"/> Where required, use systems to minimise time to gather data (e.g. BORIS, myExperience for Academics.)</li> </ul>		 <p><b>Support, guides, tools, templates available</b></p> <p><b>Essential</b> myCareer Plan (Academic / Professional / Senior Leader) Training &amp; support for staff</p> <p><b>Optional</b> Diversity Guide Feedback guide (360 input) Self-Assessment guide Commentary guide Academics: BORIS, ROS (Learning Analytics in development)</p>