# 3. Self-Assessment

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

<table>
<thead>
<tr>
<th>Who is involved &amp; time commitment</th>
<th>What you will need</th>
<th>When it occurs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Individual</td>
<td>• myCareer Plan</td>
<td>• November-January: myCareer Plan (self-assessment) &amp; 360 input</td>
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<tr>
<td>• myCareer Plan: 2hrs (including 360 data collection if utilised)</td>
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</tbody>
</table>

**Action required**

- Contact your list of potential people requesting 360 input or collate 360 input obtained through the year (recommended but not essential)
- Academics to ensure ROS is fully up to date as part of self assessment.
- Professional staff to collate any relevant information.
- **Individual** to complete myCareer Plan self assessment (blue column “What was achieved?”)
- **Provide your Self-Assessment to your manager at least a week prior to your “Year End” conversation.**
- Where required, use systems to minimise time to gather data (e.g. BORIS, myExperience for Academics.)

**Support, guides, tools, templates available**

**Essential**
- myCareer Plan (Academic / Professional) Training & support for staff

**Optional**
- Diversity Guide
- Feedback guide (360 input)
- Self-Assessment guide
- Commentary guide
- Academics: BORIS, ROS (Learning Analytics in development)