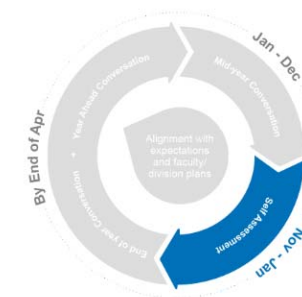







# 3. Self-Assessment

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 if utilised)</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>Contact your list of potential people requesting 360 input or collate 360 input obtained through the year (recommended but not essential)</li> <li>Academics to ensure ROS is fully up to date as part of self assessment.</li> <li>Professional staff to collate any relevant information.</li> <li><b>Individual</b> to complete myCareer Plan self assessment (blue column “What was achieved?”)</li> <li><b>Provide your Self-Assessment to your manager at least a week prior to your “Year End” conversation.</b></li> <li>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)  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>