



# *Strictly Classified*

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## How Self-Assessments can be Beneficial for Employee Performance Evaluations



Self-assessments can be valuable tools for employees when evaluating their performances, accomplishments, achievements, and significant contributions at work. It is also an opportunity for employees to give serious thought and consideration on how they met or exceeded performance expectations. They may be useful for initiating communication between employees and supervisors, advancing personal growth, and facilitating employee development. As a supervisor, you should encourage employees to conduct a self-assessment on an annual basis.

### The Benefits of Self-Assessments

Self-assessments are beneficial to supervisors because they provide positive feedback from employees about their work performance. At the same time, it can motivate employees to become more engaged at work and increase productivity. Employees who perform a self-assessment are encouraged to:

- ◆ **Focus on their own Work Performance.** Self-assessments allow the employee to highlight certain areas of his/her work performance to review. The information an employee presents can show you as a supervisor the work areas that are of greater importance to the employee. It will emphasize where you and the employee differ and can allow you to redirect the employee's attention to other work areas you feel are more important.
- ◆ **Participate in the Evaluation Process.** Self-assessments allow an employee to take advantage of his/her familiarity with his/her duties and participate in the evaluation process. Asking an employee to participate provides him/her with more accountability for his/her job performance and gives the employees a chance to examine and clarify his/her goals. Knowing what the employee is thinking can help you resolve any differences of opinion before they become too big.
- ◆ **Pinpoint Weaknesses.** Self-assessments offer an employee an easy way to point out areas of weakness that he/she may want to discuss with a supervisor or manager. This will give you as a supervisor a clear idea of which areas the employee may need additional training or instruction. It can also enhance your professional exchange and add to the employee's sense of value because you are listening to the employees concerns and working with him/her to overcome problem areas.

#### MEMBERS OF THE PERSONNEL COMMISSION

David Iwata, Chair ■ Henry Jones, Vice Chair ■ Ann Young-Havens ■ Karen Martin, Personnel Director ■ (213) 891-2333

- ◆ **Provide Input on Future Goals and Objectives.** A good self-review will also have the employee define new goals for the coming year. Working with the employee to come up with goals he/she feels are obtainable will give the employee more self confidence and motivate him/her to work towards these goals.

Self-assessments provide you with a benchmark of how employees rate their work performances. Often times, a self-assessment will reveal an employee's true feelings about his/her work performance because he/she is required to look back at the last year and give an honest evaluation of how well he/she has performed. An employee who conducts an honest self-assessment will often reveal both the good and bad aspects to his/her job. This can help you as a supervisor to distribute the work of the unit more effectively and increase productivity. While you can't always give employees work assignments they like, you may be able to redistribute some of the work based on employee preferences which can allow you to obtain a more motivated and content work force. When a supervisor takes into consideration an employee's self assessment, the employee also gets the message that the supervisor cares and his/her opinions count.

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