

Self-Evaluation Process

Office of Human Resources

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Agenda



- Importance of self-evaluation process
- SMART goal planning
- Accomplishments and areas for improvement
- Training and development
- Feedback
- Examples of self-evaluation statements
- Completing the self-evaluation in Oracle

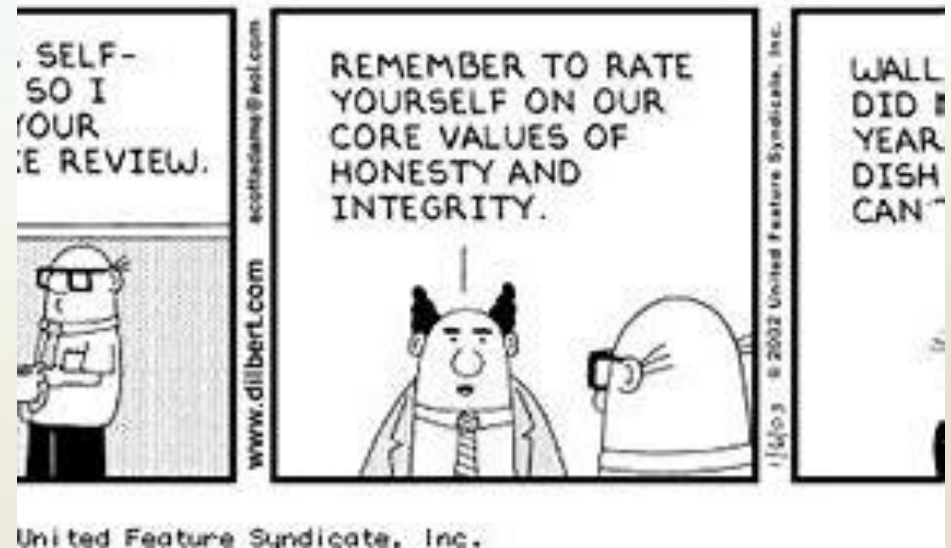
Importance of Self-Evaluation

- Crucial to the employee's career development, performance reviews, and personal growth
 - *Helps to identify potential training needs the employee may have.*
 - *Provides an opportunity to discuss career advancement opportunities with his/her manager.*
- Should include specific examples, measurable achievements, and an honest self-assessment
 - *It encourages the employee to actively reflect on their performance.*
 - *Helps the employee identify strengths and weaknesses.*
 - *Employees take ownership of their work.*
 - *Employees contribute to a more open and productive conversation with their manager.*
- Convey achievements and areas for growth in a professional manner
 - *The employee can share accomplishments, previous goals they've met, etc.*
 - *Assists the employee with goal setting.*
 - *The self-evaluation can increase employee engagement.*

Importance of Self-Evaluation

2024-2025

- Increased Employee Engagement
- Improved Communication & Transparency
- Enhanced Performance
- Fairer Performance Reviews
- Increased Employee Development



S

SPECIFIC



Make goals clear and **specific**.

M

MEASURABLE



Define **measureable** assets.

A

ATTAINABLE



Confirm your goals are **attainable**.

R

RELEVANT



Verify your goals are **relevant**.

T

TIME-BASED



Set up a **time-based** plan.

Goal Planning & Measuring

- List your goals and objectives for the evaluation period
- Briefly describe your progress toward each goal
- Consider at least 2 SMART Goals
 - Examples:
 - **Goal #1** Actively participate with a professional organization for career development in upcoming school year
 - **Goal #2** Improve quality of work product by proofreading to self-identify and correct errors in correspondence
- As you develop your goals consider how you will collect data for the purpose of monitoring improvement and impact throughout the year

Accomplishments

- List your major accomplishments for the evaluation period.
- Provide specific examples and data to support your accomplishments.



Challenges & Areas for Improvement



- Identify any challenges you faced during the evaluation period.
- Describe the steps you took to overcome these challenges.
- Identify areas where you would like to improve.
- Describe your plan for improvement.

Training & Development

- List any training or development activities you participated in during the evaluation period and describe how these activities benefited you and your work.

Skill-Based Training

• **Technical Skills**

- **Software Proficiency:** Training on new software (e.g., CRM, project management tools, data analysis software)
- **Technical Skills Workshops:** Coding, data science, cybersecurity, etc.
- **Industry-Specific Certifications:** Professional certifications relevant to your role (e.g., CAP, project management, finance, trades, etc.)

• **Soft Skills**

- **Communication Training:** Public speaking, presentation skills, active listening, written communication
- **Leadership Development:** Team building, delegation, motivation, conflict resolution, mentoring
- **Customer Service:** Handling customer inquiries, building relationships, improving customer satisfaction
- **Negotiation and Persuasion:** Techniques for effective negotiation and influencing others
- **Time Management and Productivity:** Prioritization, goal setting, stress management, work-life balance

Experiential Learning

- **Mentorship Programs:** Pairing experienced employees with junior colleagues for guidance and support
- **Job Shadowing:** Observing professionals in other departments or roles to gain new perspectives
- **Project-Based Learning:** Working on real-world projects within the school system or with external clients or collaborators
- **Volunteer Work:** Engaging in community service to develop teamwork, leadership, and problem-solving skills
- **Industry Conferences and Events:** Attending industry events to network, learn about new trends, and gain insights from industry leaders

Training & Development

- **Personal Development**

- **Executive Coaching:** One-on-one coaching sessions to address individual career goals, challenges, and leadership development
- **360-Degree Feedback:** Receiving feedback from peers, supervisors, and subordinates to gain insights into strengths and weaknesses
- **Personality Assessments:** Tools like Myers-Briggs, DiSC or Clifton Strengths Finders to understand individual strengths, preferences, and communication styles
- **Mindfulness and Wellness Programs:** Stress management techniques, mindfulness exercises, and wellness workshops

- **Online Learning**

- **E-learning Platforms:** Access to a wide range of online courses and training modules (e.g., Coursera, Udemy, LinkedIn Learning)
- **Webinars and Online Workshops:** Attending online events and workshops on various topics
- **Online Communities and Forums:** Engaging in online discussions and learning from other professionals

Feedback

- Consider feedback received from supervisor/manager, colleagues and others.
- Describe how you used (or plan to use) this feedback to improve your work.



Examples of Self-Evaluation Statements



- **Self-Evaluation Statement**
- "I effectively support student learning by providing individualized assistance, creating a positive and inclusive classroom environment, and actively participating in classroom activities. For example, I successfully implemented differentiated learning activities for a small group of students struggling with reading comprehension, resulting in a measurable improvement in their reading scores on a recent assessment."
- **Measurable Outcome**
- Improved reading scores of a small group of students.
- **Data Points**
- Student reading scores on pre- and post-assessments.
- Teacher observation and anecdotal records of student progress.
- Student work samples demonstrating improved reading comprehension skills.
- Feedback from the supervising teacher on the effectiveness of the differentiated learning activities.

Examples of Self-Evaluation Statements

- **Self-Evaluation Statement**
- "I maintained excellent attendance and punctuality, ensuring the smooth and efficient operation of the main office. I have a consistent record of arriving on time for work and have not missed any workdays due to unexcused absences in the current school year."
- **Measurable Outcome**
- Consistent on-time arrival and minimal absences.
- **Data Points:**
- Review of attendance records (e.g. timesheets, ScholarChip) for the specified period.
- Documentation of any instances of tardiness or absence.
- Observation by colleagues and supervisor regarding punctuality and attendance.



Examples of Self-Evaluation Statements



- **Self-Evaluation Statement**
- "I recognize that meeting project deadlines has been a challenge for me this past year. I am committed to improving my time management and prioritization skills to ensure timely project delivery. For example, I am currently implementing a new system for tracking project progress and identifying potential roadblocks proactively."
- **Measurable Outcome**
- Improve project on-time delivery rate.
- **Data Points**
- Track the number of projects completed on time versus those that were delayed.
- Analyze the root causes of past project delays (e.g., inaccurate estimations, unexpected roadblocks, insufficient resource allocation).
- Implement a new system for tracking project progress (e.g., project management software, regular status reports) and analyze its effectiveness in improving on-time delivery.
- Document any changes made to improve time management and prioritization skills (e.g., attending time management workshop, implementing a personal productivity system).

Know the Difference...

Self-evaluation: A self-evaluation in performance management is a process where an employee assesses their own work performance, identifying their strengths, weaknesses, accomplishments, and areas for improvement, usually done as part of a formal performance review process where they provide their perspective alongside feedback from their manager.

- **Contributing reviewer:** A "contributing reviewer" refers to an individual who can be invited by a supervisor to provide feedback on an employee's performance that interacts with the employee on a consistent basis. The contributing reviewer can offer insight into performance such as quality of work, responsiveness, collaboration, etc. It is another perspective than their direct manager, thus contributing to a more comprehensive evaluation of the employee's performance.

...continued

The Performance Evaluation: A performance evaluation is a process that assesses how well an employee is performing their job. It's also known as a performance review or performance appraisal.

The Performance Management Module in Oracle

The screenshot displays the Oracle HR system dashboard for Charles County Public Schools. The user is identified as Shirlene Ogburn. The dashboard features a navigation menu with options: Me, My Team, My Client Groups, Benefits Administration, Risk Management, Sales, and Help Desk. The 'Me' option is circled in red. Below the navigation menu, there are two main sections: QUICK ACTIONS and APPS. The QUICK ACTIONS section includes links for Personal Details, Document Records, Identification Info, Contact Info, and Family and Emergency Contacts. The APPS section includes links for Directory, Journeys, Pay, Time and Absences, Career and Performance, Personal Information, Learning, and Benefits. The 'Career and Performance' app is circled in red. At the bottom of the dashboard, there is a link for 'My Organization Chart'. The URL at the bottom of the page is: https://enxp.fa.us6.oraclecloud.com/hcmUI/faces/FuseWelcome?_afzLoop=12049551183735671&_adf.ctrl-state=dskc0s7ha_338#

Career and Performance

The screenshot shows a user interface for a career and performance system. At the top, there is a dark teal header with a profile picture of Shirlene Ogburn and her name. Below this, a white notification box contains the text "It's time for 2024 Administrative & Supervisory Evaluation." The year "2024" is highlighted with a red box. Below the notification, there are three main sections: "Skills and Qualifications", "Goals", and "Performance". Each section has a circular icon and a brief description. A red arrow points from the "Due Date" field to the "Current Task" field.

Shirlene Ogburn

It's time for **2024** Administrative & Supervisory Evaluation.

Current Task	Due Date
Employee - Self-Evaluation	3/1/24

Skills and Qualifications
Build your talent profile by adding skills and qualifications.

Goals
Set and manage performance goals.


Performance
View performance documents and complete related tasks.

11:02 AM
12/31/2024

Accessing the Self-Evaluation

• Principal, Associate Superintendent input/surveys
• Improves the quality of the service provided
• Sets and meets targets
• Utilizes stakeholder involvement
• Utilizes technology personally and promotes utilization by staff (where applicable)
• Meets annual objectives
• Others as determined by the evaluator

Employee Rating



Rating	Rating Description
Outstanding	Meets and exceeds performance criteria; shows exemplary progress; has clear, detailed and innovative plans to maintain that progress
Highly Effective	Meets all performance criteria; shows significant progress and plans for continuing improvement
Satisfactory	Meets basic performance criteria; shows progress; makes plans for improvement
Needs to Improve	Not meeting performance criteria; not showing progress; demonstrates responsiveness to assistance on plans for improvement
Unsatisfactory	Not meeting performance criteria; not showing progress; not responsive to attempts to assist in planning

Words: 0 Characters (with HTML): 0

[Show Additional Info](#)

Communication Skills

- Communicates system goals and objectives

Windows taskbar: 11:14 AM 12/31/2023

Write Your Self-Evaluation Statement(s) in Each Rated Area

Communication Skills

- Communicates system goals and objectives
- Articulates school improvement/program and initiatives/vision
- Uses communication skills to resolve conflict with and among students, staff, co-workers, and parents
- Routinely communicates day-to-day expectations to all staff to maintain efficient operations
- Provides regular feedback to staff on job-related issues and functions
- Others as determined by the evaluator

Employee Rating

Employee Comments

A¹ v AI v **B** *I* u | = :: @ ↶ ↷ *I*_x

Type here ←

Words: 0 Characters (with HTML): 0

Show Additional Info

Human Relations Skills

Writing Your Overall Self-Evaluation Statement(s)

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Apps | Microsoft 365", "Career and Performance - Oracle", "Mail - Ogburn, Shirlene A. (CCPS)".
- Address Bar:** https://enxp.fa.us6.oraclecloud.com/hcmUI/faces/FuseWelcome?_afrcLoop=12049551183735671&_adf.ctrl-state=dskc0a7ha_338
- Page Header:** "Document Details"
- Main Form:**
 - A red box highlights the "Overall" label.
 - A red arrow points from the "Overall" label to the "Save" button.
 - Buttons: "Save" (green) and "Cancel" (grey).
 - Section: "Employee Rating"
 - Section: "Employee Comments"
 - Rich Text Editor: Includes a toolbar with icons for font color, font size, bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo, and insert link. The text area contains "This is a test statement".
 - Word Count: "Words: 5 Characters (with HTML): 31"
- Page Footer:** "Evaluation Topics"
- Taskbar:** Windows taskbar with icons for search, file explorer, chrome, and other applications. System clock shows "11:11 AM 12/31/2024".

Accessing the Overall Rating Section

The screenshot displays a web application interface for an employee self-evaluation. At the top, a dark header bar contains a back arrow, a profile picture of Shirlene Ogburn, the title "Employee - Self-Evaluation: 2024 Administrative & Supervisory Eval...", and "Print" and "Submit" buttons. Below the header is a light blue information box with an 'i' icon and the text: "Review and evaluate the contents of each section of the evaluation. Click submit when you're done." The main content area is divided into sections. The "Document Details" section is collapsed. The "Overall" section is expanded, showing "Employee Rating" and "Employee Comments". A red arrow points from the "Employee Rating" text to the "Employee Rating" section. A red circle highlights the "Edit" button (with a pencil icon) located to the right of the "Overall" section header. Below "Employee Comments" is a "Show Additional Info" link. The "Evaluation Topics" section is partially visible at the bottom, showing "Competencies" with "0 of 6 rated | 0 of 6 commented" and an "Employee Rating" sub-section. An "Evaluate" button is visible to the right of the "Competencies" section. The Windows taskbar is visible at the bottom of the screen, showing the Start button, search, task view, and several application icons. The system tray shows the time as 11:07 AM and the date as 12/31/2024.

Final Step - SUBMIT

The screenshot displays a web application interface for an employee self-evaluation. At the top, a dark header bar contains a back arrow, a profile picture of Shirlene Ogburn, the title "Employee - Self-Evaluation: 2024 Administrative & Supervisory Eval...", and two buttons: "Print" and "Submit". The "Submit" button is circled in red. Below the header, a light blue information box contains an 'i' icon and the text: "Review and evaluate the contents of each section of the evaluation. Click submit when you're done." The main content area is divided into sections: "Document Details" with a dropdown arrow, "Overall" with an "Edit" button and an upward arrow, and "Evaluation Topics" with an upward arrow. Under "Overall", there are sections for "Employee Rating" and "Employee Comments", with a "Show Additional Info" link. Under "Evaluation Topics", there is a "Competencies" section showing "0 of 6 rated | 0 of 6 commented" and an "Employee Rating" section with an "Evaluate" button. The Windows taskbar is visible at the bottom, showing the Start button, search icon, and several application icons. The system tray in the bottom right corner shows the time "11:07 AM" and the date "12/31/2024".

Employee - Self-Evaluation: 2024 Administrative & Supervisory Eval...
Shirlene Ogburn

Print Submit

i Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Overall Edit

Employee Rating

Employee Comments

Show Additional Info

Evaluation Topics

Competencies Evaluate

0 of 6 rated | 0 of 6 commented

Employee Rating

11:07 AM
12/31/2024

Questions or Comments?

