

The Self-Assessment is a great way for employees to review their accomplishments for the year and provide input to their supervisor about their performance. When completing the Self-Assessment, the employee can review the Progress Notes he or she entered as well as any other sources of information gathered throughout the year.

Create Self-Assessment

1. To begin your Self-Assessment, go to **Your Action** Items section of the Home page and click on the **View** button under **Action** for the task, "Employee Self-Assessment."
2. This takes you to the Self-Assessment page. Read the instructions located in the top blue section of the page.
3. Select the Core Competencies tab.
 - a. Click on the **Self-Assessment** dropdown box and select a rating.
 - b. Type comments that support the reason of the self-assessment or summarizes your performance of job duties throughout the year in the Comments text box.
Note: you may refer to your specific job duties by accessing your Position Description on the Main Page of the Portal.
 - c. Click the **Save Draft** button to save your work or click **Next**.
4. Select the **Training and Development** tab.
 - a. Click on the **Self-Assessment** dropdown box and select a rating.
 - b. Type comments that support the reason of the self-assessment or summarizes your performance of job duties throughout the year in the Comments text box.
Note: you may refer to your specific job duties by accessing your Position Description on the Main Page of the Portal.
 - c. Click the **Save Draft** button to save your work or click **Next**.
5. Select the Overall Rating tab:
 - a. Click on the **Overall Rating** drop down and select an overall rating for the performance review period.
 - b. Enter comments that support your overall rating in the **Overall Comments** text box.
 - c. Click on the **Save Draft** button. You may review the information entered on the previous tabs by clicking on the tabs.
6. Select the tab.

If you do not want to attach documentation, go to step 9. If you have documents you want to attach, continue to the next step.

The screenshot shows a form for uploading an attachment. It includes a text input field for the name, a text input field for the description, a file selection area with a 'Browse...' button, and an 'Upload file' button. Callouts are placed as follows: 'b' is a blue circle next to the name field; 'c' is a red circle next to the description field; 'd' is a purple circle next to the 'Browse...' button; and 'e' is an orange circle next to the 'Upload file' button. A 'New Attachment' button is also visible to the right of the name field.

7. To add an optional attachment:
 - a. Click on the **Attachments** tab.
 - b. Enter a name for the attachment into the **Name** field.
 - c. Enter a description for the attachment into the **Description** field.
 - d. Click on the **Browse** or **Choose File** button, search for attachment and select the attachment.
 - e. Click on the **Open** button and then click on the **Upload File** button.
8. To delete an attachment:
 - a. Click on the **Attachments** tab.
 - b. Find the attachment that needs to be deleted and click on the **Delete** icon.
 - c. A popup message appears asking if you are sure you want to delete the attachment.

- d. Click the **OK** button on the popup window.
9. To Complete and Submit the Self-Assessment
 - a. Under the **Overall Rating** tab, click on the **Complete** button to complete and submit the Self-Assessment.
 - b. A popup message appears asking if you are sure you want to complete this Self- Assessment.
 - c. Click the **OK** button on the popup window.

*Note: You can save your Self-Assessment as a draft; however once you click **Complete**, no revisions can be made.*
10. You can access your Self-Assessment at any time by clicking on My Reviews and choosing the Self-Assessment icon or Self-Assessment link in the navigation pane.

Additional Information

For additional information, please visit <https://www.nwacc.edu/web/personnel/employee-evaluations>. If you have additional questions or need assistance, email evaluations@nwacc.edu.