

## 2019 Appraisal of contract staff 3a and contract staff 3b: Here we go again!

Luxembourg, 29/01/2019

Sysper has probably requested you to complete your self-assessment.

**This process is fundamental** because it will form the basis of your evaluation and will have a direct impact on your career – on advancement opportunities as much as you're your next promotion (including any appeal in case you have not been proposed by your Directorate-General) or for a future mobility.

You have 8 working days to calmly prepare it. Use them wisely: take your time!

**USF Luxembourg** would like to suggest some very simple tips which may help you avoid the usual pitfalls and make this procedure a valuable one for you.

### Main points to keep in mind for your self-assessment:

- The self-assessment is not just filling in a form nor is it a shopping list! A good self-assessment should be short, concise and to the point. Present a quantitative and qualitative assessment of your achievements and your professional objectives. Self-assessment does not mean drafting a list of all the actions you carried out during the reference period. It is also advisable for you describe any added value in your achievements. If difficulties arose in the achievement of your objectives, mention them together with an explanation. If you managed many different tasks, it makes sense to present an "executive summary" of a few lines including the quality level of your performance.
- Self-assessment should not consist in criticism of your colleagues, your manager or any other person (other procedures exist for that).
- If possible, avoid using obscure abbreviations. Your achievements must also be understood by readers who are not necessarily familiar with your working environment – this is a particularly important aspect to keep in mind in case of an appeal.

### Points you should mention:

- The languages you use in order carry out your duties on a daily basis as well as any other language you know;
- Develop your "level of responsibilities exercised": management tasks, meeting management, flexibility and ability to adapt to new situations; business continuity tasks, representing your department for example;
- Mention the knowledge or skills (including languages) that you will need to improve your work, meet your objectives or prepare a future career change, taking into account your profile, career aspirations in meeting current and future challenges as they arise.
- Mention if you had any tasks as a member of the Staff Committee inside the institution (joint committee, jury). If so, the ad hoc group will provide its assessment: tick the appropriate box in the self-assessment and indicate the frequency of meetings and the work done (while keeping confidentiality to the extent possible).

If you are involved in an ongoing dispute with your reporting officers and/or the case is being dealt with by the mediators and/or your reporting officer comments on your sick leaves, get in touch with **USF Luxembourg** so that we can follow your file. **USF Luxembourg** has asked that these situations be clarified so that you are not penalised while the opinion of the mediator is pending.

The Administrative Notice can be find at: <https://myintracomm.ec.europa.eu/staff/EN/talent-management/appraisal-promotion/appraisal-contract-agents/Pages/exercise-2019.aspx?ln=en>

Prepare your dialogue with your reporting officer. **USF Luxembourg** is there to help and advise you.

Finally: Respect the deadline of 8 working days to produce your self-assessment (except in special circumstances which will enable you to extend the time limits).

Please feel free to make an appointment at the following e-mail address: [REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu](mailto:REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu)

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