

## Appraisal 2017: Here we go again!

Luxembourg, 6 January 2017

**Sysper** has requested you to complete your self-assessment. This exercise is fundamental because it will form the basis of your evaluation and will have a direct impact on your career –advancement opportunities as much as for promotion (including any appeal in case you have not been proposed by your Directorate-General) and for a future mobility. You have 8 working days to calmly prepare it, use them wisely: take your time!

The Union Syndicale Fédérale - Luxembourg would suggest some very simple tips which may help you avoid the usual pitfalls and make this exercise a valuable one.

### Main points to keep in mind for your selfassessment:

- The self-assessment is not just filling in a form nor is it a shopping list! The keywords of a good self-assessment are: 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 the value-added of your achievements. If difficulties arose in the achievement of your objectives, mention them together with an explanation. If you managed many different tasks, make an “executive summary” of a few lines including the quality level of your performance.
- Self-assessment is not a criticism of your colleagues, your manager or any other person (other procedures exist for this).

If possible, avoid using obscure abbreviations.

### Do 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 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. 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 )

**Prepare your dialogue** with your reporting officer. The Union Syndicale Fédérale - Luxembourg is there to help and advise you: [REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu](mailto:REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu) or contact us: 34789

**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).



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