

## Appraisal 2020: Here we go again!

Luxembourg, 07/01/2020

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 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:

- Present a quantitative **AND** qualitative assessment of your achievements. The self-assessment is not a shopping list of all the actions you carried out during the reference period. It is also advisable for you to describe any value added you bring. If difficulties arose in the achievement of your objectives, mention them together with an explanation. If you exceeded your objectives, mention that! 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 self-assessment must be understood by any readers who are not necessarily familiar with your working environment – this is a particularly important in case of an appeal.

### Points you should mention:

- The languages you use in order carry out your duties as well as any other language you know;
- Develop your "level of responsibilities": 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 have acquired to carry out your work fulfil your objectives or to prepare to a future career change. Take into account your profile, career goals and the future challenges that will 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 (in respect of confidentiality).

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 are 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/infoadm/en/2020/Pages/ia20002.aspx>

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 that will enable you to extend the time limits).

**You need our help? Contact us at:**

[REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu](mailto:REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu)

### Your representatives :

BECH et T2: N. MAVRAGANIS, C-A POPESCU	Gasperich: S. KARDARAS N. FETTAH-ZAIT	OP: I. WOLFF, M. COLLIGNON J-M DEHOY
--	---	---

**UNION SYNDICALE FEDERALE  
LUXEMBOURG**

Contact: [REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu](mailto:REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu)

[www.usf-Luxembourg.eu](http://www.usf-Luxembourg.eu)

