



**Union
Syndicale
Fédérale
Luxembourg**

The 2023 appraisal exercise is launched. It concerns officials and agents (contractual and temporary)

Luxembourg, 9/01/2023

There is something new this year. The institution decided to modify the report with constant rules (the General Implementing Rules governing the exercise do not change). It introduces the merge of 3 sections (Efficiency, Ability, Conduct) as well as the possibility of renewing your report (which we strongly advise you not to choose). The training part is now separated from the evaluation and should in theory help the rest of your career. However, in essence, the exercise will be the same for you and for your Reporting Officer.

Your Self-Assessment is fundamental, don't neglect it!!!

It indeed is the basis of your evaluation and will have a direct or indirect impact on your career, on your career prospects, your mobility, your promotion or the success of and appeal in case you have are not proposed by your Directorate-General. Like every year **Union Syndicale Fédérale Luxembourg** suggest some tips which may to help you avoid the usual pitfalls and make this procedure a valuable one for you.

The fundamental principles for a good self-assessment are: synthesis, conciseness and factuality.

- Conciseness will be essential this year because the number of characters in each section will be more limited than in the past.
- For the merged section (Efficiency, Ability, Conduct). It is important to cover the 3 themes
- Present a quantitative AND qualitative assessment of your achievements. Self-assessment is not listing the tasks you carried out during the reference period (shopping list syndrom). Pass a positive judgement on your achievements. If difficulties arose in the achievement of your objectives or tasks, mention and explain them. If you achieved more than your objectives, you should also mention it. 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.
- Do not criticize or incriminate your colleagues, your hierarchy or any other person (other procedures exist for that).
- Avoid using obscure abbreviations or specialized wording. Your self assessment must be understood by readers who are not familiar with your working environment – this is particularly important in case of an appeal.
- Describe and develop your 'level of responsibilities' you exercised: management tasks, meeting moderation, flexibility and ability to adapt to new situations; how you ensure business continuity, if you representing your department, etc.
- Indicate which languages you use in order carry out your duties as well as any other language you know.
- Explain how you acquired the knowledge or skills (including languages) that you need to carry out your work, meet your objectives or prepare a future career change.
- Mention if you participated to a Competition board, a joint committee or any other tasks in the interest of the Institution. Tick the appropriate box in the self-assessment and specify the frequency of meetings and the work done (while keeping confidentiality to the extent possible). If relevant, the ad hoc group will provide its assessment that has to be taken into account by your Reporting Officer

Take your time to prepare carefully and in advance your self-assessment. **Union Syndicale Fédérale Luxembourg** is there to help and advise you.

The official launch of the exercise will happen this week though the publication of two [administrative notices](#) (Officials and Agents). It is furthermore useful to direct you to the dedicated page available on My Intracomm: [Appraisal and promotion \(europa.eu\)](#).

Need help? Contact us:

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