

# Annual Performance Evaluations for Classified Staff: Self-Evaluation

**It is that time of year again! Annual performance evaluations can be submitted to HR as early as July 1 and are due by September 30.**

During the yearly performance evaluation process, each classified, non-probationary employee must be afforded the opportunity to provide their supervisor with a self-evaluation. Completing a self-evaluation is a great opportunity for an employee to review their position description, which can be viewed in MyMadison if published, and reflect upon accomplishments and opportunities for development. Their perspective and recollection of work achievements and struggles can be useful to a supervisor in completing the evaluation of the employee. The self-evaluation stays in the departmental file and is not part of the employee's permanent personnel file.



## Benefits of self-evaluations:

- Conveys employee's perception of job performance.
- May uncover duties or tasks that you weren't aware the employee was completing.
- Communicates to the employee that you value his/her input and involvement in the performance management process.
- Is a valuable tool for supervisors – recall of performance, examples, and special projects throughout the performance cycle



## Resources:

- Annual Performance Evaluation Form / Self-Evaluation
- Performance Evaluation Process
- Sample Self-Evaluation
- Policy 1305-Performance Evaluation for Classified Employees
- HR Consultant
- MyMadison