



Renouveau & Démocratie

Syndicat du personnel de la fonction publique européenne

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Self-Assessment

After receiving an automatic Sysper Notification that your 2024 appraisal has been launched, you must fill in your self-assessment within **8 working days**. Justified absences (holidays, sick leave, and mission) do not count towards this deadline and therefore extend it.

Refer to the Common appraisal standards before drafting your self-assessment that will later on be used by your hierarchy!

Use as much language as possible applicable to your own situation. Why? Because your hierarchy will use the text of your self-assessment to write your evaluation report.

Check your **objectives and job description** and refer to them in your self-assessment. If your job description or objectives are **not up to date**, do not forget to mention this in your self-assessment.

It is advisable to start with an **introductory phase** of stating something like:

- I fulfilled all my objectives
- I have outperformed my objectives because...
- under particularly difficult circumstances such as....
- etc

Be aware that your self-assessment will remain **in your evaluation and promotion file forever**. Therefore, make sure to retain the right tone and avoid statements that could backfire.

Do not address medical issues in your self-assessment.

But if you have been absent for a long time you can mention this by stating justified absences for X months. This information will help to understand the context in case of an appeal.

Be aware this year the evaluation exercise has been redesigned with **only 5 evaluation** criteria, (**6 for those who want to apply for the certification**) which are the following: In the text, make reference to the following **criteria**:

- Ability, Efficiency and Conduct (AEC)
- Language used at work
- Level of responsibilities
- Conclusion / General Comments
- Certification (*)
- Future development

(*) Certification for AST who wish to become AD:

If you intend to apply for the certification exercise, it is essential that you mention your interest in your self-assessment. List the AD tasks performed in 2023. Your hierarchy needs to confirm your 'potential' to become an AD official. It is important to discuss this with your line manager during the dialogue.

Work in the interest of the institution:

If, you have been appointed in the interest of the institution by the Central Staff Committee, as member of joint committees, competition juries or correcting competition papers, you have to mention this in your self-assessment. An Ad Hoc Group report will be added to your appraisal report for your contribution in 2023.

Be aware, in this exercise each criterion has a limited number of characters. Therefore, keep your self-evaluation short and focus. Your hierarchy should know and quantify what you have achieved during the year.

At a later stage, after having received the report and if you are not satisfied with it, an **appeal against the appraisal report** is possible in a dialogue with your evaluator's hierarchy: in most cases this will be your Director.

On this occasion, **you will not be able to bring up new facts that you had not previously presented** in your self-assessment or during the dialogue. Your Director is not allowed to take such elements into account when deciding whether or not to modify your appraisal report following the 2nd dialogue.

You can be accompanied by a colleague or staff representative during this 2nd dialogue, if you wish. **R&D colleagues**, expert for this file can support and advise you if you wish.

A Helpdesk is at your disposal to answer any further questions. Do not hesitate to contact our **secretariat** (email: OSP-RD@EC.EUROPA.EU tel: **55676** to be in contact with one of our R&D colleagues who are specialists in this field).

