

NTAS/SLAS Employee Self-Assessment HISD

Quick Reference Guide

Talent Development
& Performance

COACHING. LEARNING. GROWING. LEADING.

Target Audience	Purpose
Employees completing the Employee Self-Assessment	<p>This quick reference guide outlines the steps to complete the Employee Self-Assessment, an optional* component of the NTAS/SLAS appraisal systems. The process provides a space for an employee to engage in a reflective review of his/her strengths and areas for improvement.</p> <p>*optional unless requested by your manager/appraiser</p>
Objectives of the Employee Self-Assessment	Getting Started
<p>The objectives of the Employee Self-Assessment are:</p> <ul style="list-style-type: none"> -engage in a reflective review of strengths, project completion, and any new skills acquired; -demonstrate an understanding of potential areas for improvement; -update and comment on individual goal(s) status and completion; and -provide feedback on performance. 	<p>The NTAS/SLAS appraisal document can be accessed through OneSource by clicking on Review Performance tile, located under the words To-Do near the top left of the screen.</p> <p>https://onesource.houstonisd.org/irj/portal</p> <p>Note: The Employee Self-Assessment is only available during a designated window. See the appraisal calendar for dates.</p>
Employee Actions	
<p>1. Once in your appraisal document, scroll to the middle section. In the Department Goals section, click Expand All to enter ratings. Employee Comments can also be added.</p> <div data-bbox="191 1062 672 1134" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Department Goals (30.0%)</p> </div>	<p>2. In the Competencies (NTAS) or Standards (SLAS) section, click Expand All to enter ratings. Employee Comments can also be added.</p> <div data-bbox="932 1062 1357 1134" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Competencies (70.0%)</p> </div> <div data-bbox="977 1155 1318 1226" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Standards (70.0%)</p> </div>
<p>3. Once all ratings and comments have been entered, click Submit to Appraiser at the bottom of the document.</p>	<p>4. On the confirmation screen, click on Submit to Appraiser a second time.</p>
Additional Supports	
<p>For help with the process, contact your Performance and Continuous Improvement Manager. You can also visit the Talent Development and Performance SharePoint site or email LTD_AppraisalSystems@houstonisd.org.</p>	