2016-2017 Non-Teacher Appraisal
EMPLOYEE SELF-ASSESSMENTS

GUIDELINES
Employee Self-Assessments are an optional component of the End-of-Year Non-Teacher Appraisal process which may be completed in the OneSourceMe system March 1, 2017 – May 19, 2017 (depending upon duty schedule group).

<table>
<thead>
<tr>
<th>Duty Schedule Employee Groups</th>
<th>Employee Self-Assessment Window</th>
<th>End-of-Year Conference Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-, 10.5-Month plus 11-Month Alternative Police and TDS</td>
<td>March 1 – April 21, 2017</td>
<td>May 19, 2017</td>
</tr>
<tr>
<td>11-, 11.5- and 12-Month</td>
<td>March 1 – May 19, 2017</td>
<td>June 16, 2017</td>
</tr>
</tbody>
</table>

Appraisers/department heads may elect to have employees complete the Employee Self-Assessment feature. If the Employee Self-Assessment will be required for their employees, it is important for appraisers to inform employees about completing the assessment prior to the deadline. Employee Self-Assessments are a best practice providing an opportunity for employees to:

- engage in a reflective review about their strengths, project completion, any new skills acquired,
- demonstrate an understanding of potential areas of improvement,
- update and comment on individual goal(s) status and completion, and provide feedback on their own performance.

Appraisers will need to notify employees if they will rate themselves in any or all department goals and/or competencies in OneSourceMe. Comments are optional for each competency and/or department goal. An appraiser may choose to use the Employee’s Self-Assessment ratings to inform his/her End-of-Year Appraisal Ratings. Once the employee submits the Employee Self-Assessment, the ratings and comments will be displayed on the employee’s appraisal document.

Refer to the [Self-Assessment – Quick Reference Guide](#) for detailed navigation instructions regarding completion of the Self-Assessment.

For any questions or concerns regarding Non-Teacher Appraisals, please contact the Performance Management team at 713-556-6903 or [NonTeacherAppraisal@houstonisd.org](mailto:NonTeacherAppraisal@houstonisd.org).

Thank you.
Performance Management
Office of Human Capital Accountability