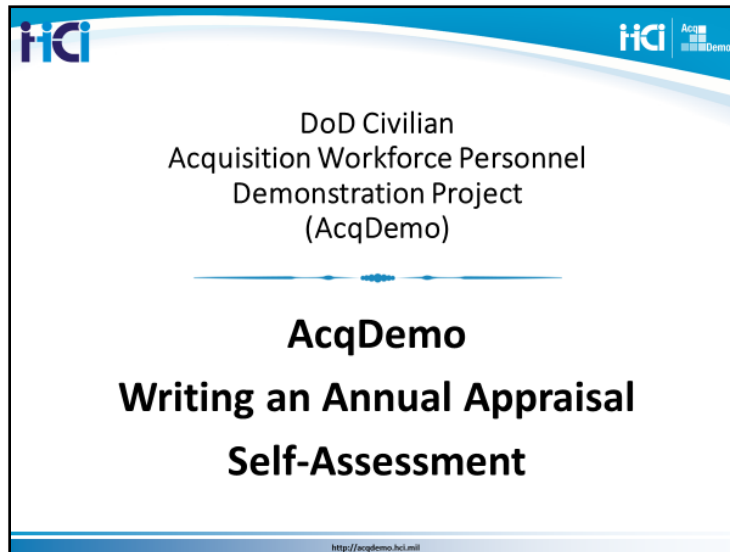# 1.0 INTRODUCTION AND OVERVIEW

1.1 Slide 2, Course Introduction

Welcome to AcqDemo Writing an Annual Appraisal Self-Assessment.

This course is a continuation of the AcqDemo eLearning series. We recommend you view **AcqDemo 101**, **CCAS for Employees**, and **Contribution Planning** prior to viewing this course as several related topics presented here are first explained. The course, **Giving and Receiving Feedback** will complement this course.

1.2 Slide 3, Course Overview
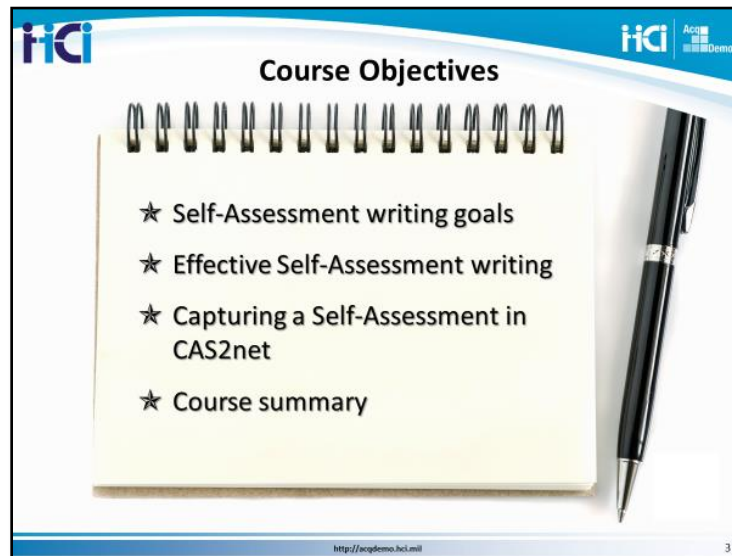
The goal of this course is to provide employees with the knowledge and tools needed to generate realistic and mission-relevant Self-Assessments for employees for the appraisal cycle.

The specific objectives of this course are to increase your knowledge of these topics and enhance your skills in executing the tasks associated with them.

- ➢ Self-assessment writing goals
- ➢ Effective self-assessment writing
- ➢ Capturing a self-assessment in CAS2net
- ➢ Course summary

2.0 SELF-ASSESSMENT WRITING GOALS
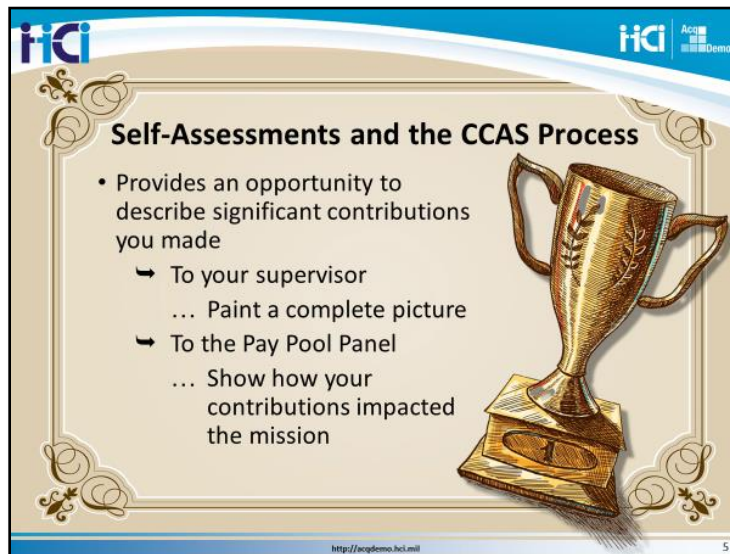
2.1 Slide 4, Self-Assessment Writing Goals Overview

The specific objectives of this section are to increase your understanding of these three topics:

➢ The Role of Self-Assessments in the CCAS Process

➢ Self-Assessment Writing Goals

➢ Tools Available to Aid in the Self-Assessment Writing Process

2.2 Slide 5, Self-Assessments and the CCAS Process

At the end of the appraisal cycle, subject to Component or local policy, an Annual Appraisal Self-Assessment is optional but highly encouraged.

An annual appraisal self-assessment provides you the opportunity to present a narrative description of your significant contributions made during the appraisal period to both your supervisor and the pay pool panel.

It also gives you the opportunity to:

➢ Provide your supervisor with a complete picture of your significant contributions

➢ Demonstrate to the Pay Pool how your contributions contributed to the mission

2.3 Slide 6, Self-Assessment Writing Goals

At the end of the appraisal cycle, your supervisor will ask you to complete a self-assessment describing your contributions and results to the mission of the organization. The goal is to show how those contributions and results impacted your organizational goals and mission.

It's important to give examples of the level of contributions as it relates to the 3 Factors and their descriptors and discriminators.

It is also important to address Quality-of-Performance contributions.

The audiences for the self-assessment are your supervisor and the pay pool panel. Illustrate contributions and their impact to mission.

## 2.4 Slide 7, Self-Assessment Writing Tools

There are several tools and resources available to aide in the Self-Assessment Writing Process. These include:

➢ A copy of your organization's mission statement.

➢ Your Position Requirements Document, or PRD, which contains the three factors and level descriptors for your broadband level and career path. These will be used to measure your contribution. Your supervisor and the pay pool panel will rate your level of contribution to the mission for each of the three factors. Each factor is considered critical to the success of your organization's mission. A review of the factor descriptors and discriminators in the PRD will give you an idea of the types of contributions considered typical for a position operating at the top of your broadband level.

➢ The results and impact of your contributions to your organization, command, region, division, department, sub-department, field activities, or unit

➢ Major projects or applicable daily activities or repetitive duties

Your supervisor should provide guidance on applicable local policies for submitting your self-assessment, such as writing style (bullets or narratives), amount of detail required, and a due date.

2.5 Slide 8, The "C-R-I Writing Model"
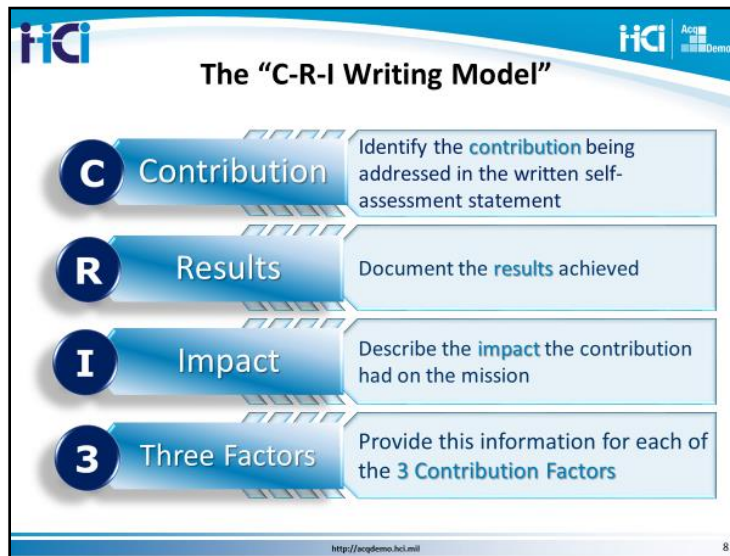
A recommended format used to prepare a Self-Assessment is called the "CRI Writing Model."

C stands for **Contribution**. Identify the contribution being addressed in the written self-assessment statement.
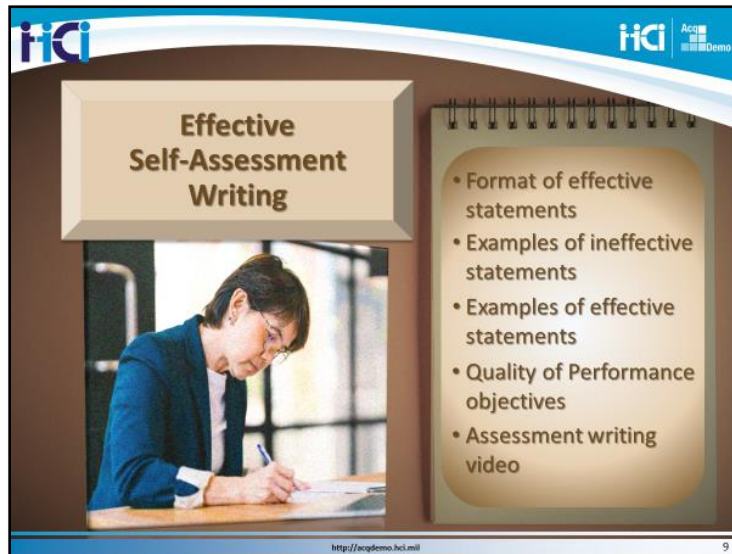
R stands for **Results**. Document the results achieved.

I stands for **Impact**. Describe the impact the contributions had on the mission.

3 is to remember to provide this information for each of the 3 Contribution Factors.

3.0 EFFECTIVE SELF-ASSESSMENT WRITING

3.1 Slide 9, Effective Self-Assessment Writing Section Overview

This section, Effective Self-Assessment Writing, covers:

➢ Format of effective statements.

➢ Examples of ineffective statements.

➢ Examples of effective statements.

➢ Addressing Quality of Performance objectives.

➢ An assessment writing video.

3.2 Slide 10, Format of Effective Statements
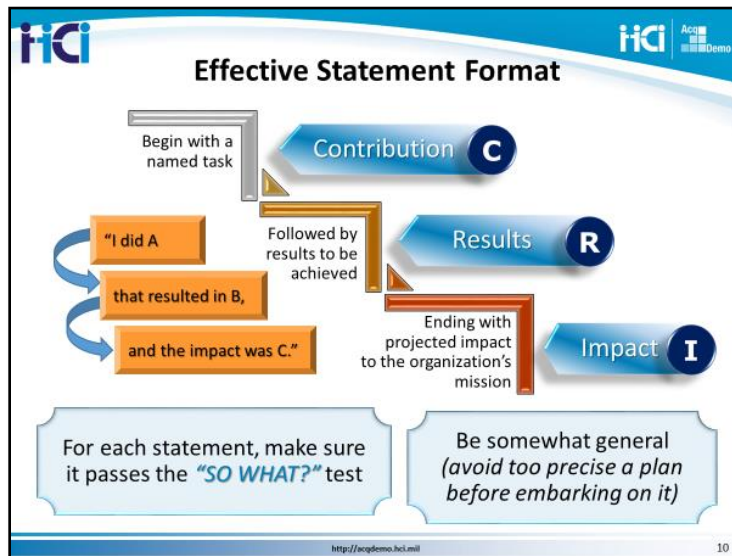
The self-assessment is not a laundry list of taskers accomplished. Rather, it is a set of statements reflecting what the employee did and how those contributions furthered the mission of the organization.

When writing a self-assessment under CCAS, think not only "WHAT" (the activity) and "HOW" (the level of performance) but also "WHY" (the benefit that helps meet the mission).

You should be specific when writing self-assessment statements. Do not leave it to others to presume contribution. For example, stating, "I *published technical journal articles during this appraisal period*," implies a contribution was made but with no specifics on results or impact. What specific articles were published? And what impact did those published articles have? Did they capture the objectives of your team or organization?

Even if the activity accurately implies contribution, a lack of amplification and detail can make the statement ineffective. A more complete statement of contribution might be, "This year, I had three technical journal articles published on <technical subject> which resulted in <some desired advancement in the technology> in direct support of our mission to <specify goal> by <specific impact>."

 It is important to remember that a singular work activity may result in contributions that apply to more than one contribution factor.

3.3 Slide 11, Examples of Ineffective Statements
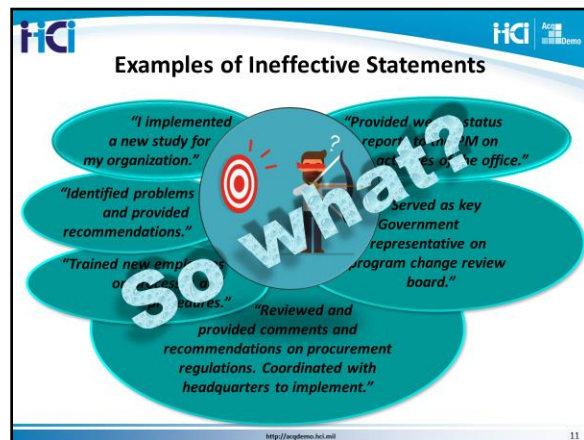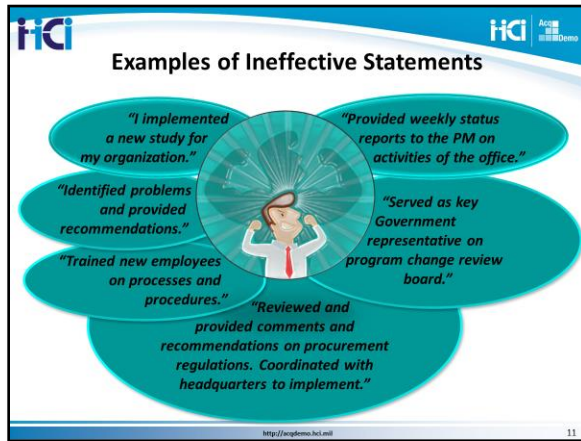
Here are some examples of ineffective statements:

- ➢ "I implemented a new study for my organization."
- ➢ "Identified problems and provided recommendations."
- ➢ "Reviewed and provided comments and recommendations on procurement regulations. Coordinated with headquarters to implement."
- ➢ "Provided weekly status reports to the PM on activities of the office."
- ➢ "Served as key government representative on program change review board."
- ➢ "Trained new employees on processes and procedures."

They lack specifics, results and impact.

To write an effective assessment, you need to ask yourself, "So what?" for each accomplishment. Identify the impact your contribution had on achieving the mission. Concentrate on substance and content as opposed to length. Focusing on the link between your contribution and the benefit to the mission will serve you better in pay pool reviews than lengthy descriptions of your efforts.

3.4 Slide 12, Effective Statements

Ineffective statements can be turned into effective ones by answering the "so what" question.

For example, the ineffective statement, "I implemented a new study for my organization" can become:

"Designed and implemented a study by end 2nd quarter to demonstrate the impact of the mission ready technician training on operational performance. Use of the data saved over $500K in a single course. Savings were used to support stand-up of an additional course, which would not have been funded in training budget projections."

And Supervisors can enhance that statement by adding:

"Conducted a study which resulted in a savings of almost a third of the original training program cost. Along with the significant cost savings, early implementation of this study provided the justification leadership needed, during times of severe budget cuts, to support the need to use these funds for an additional training occurrence; thus ensuring this critical training requirement is met for warfighter readiness."

3.5a Slide 13, Effective Statement Example #1

Here are some CRI detailed examples of effective statements. You can fill in the specifics.

Example #1

Contribution: Applied the innovative approach of SPECIFIC APPROACH to resolve difficult issues of X that significantly impacted important policies or programs (for example, YYY). I worked with IT support and guided them (by doing A and B) in formulating the plan of SPECIFIC PLAN to execute the [system/tool (XY)] to completion.

Result: The project was completed ahead of schedule (finished 3 days ahead of the deadline).

Impact: By briefing trend analysis, effectively conveyed organizational issues (for example, SPECIFIC ISSUES) to enhance safety across the enterprise (from X to Y)

3.5b Slide 14, Effective Statement Example #2

Example #2

Contribution: I acquired the resources (for example, A, B and C) to accomplish the strategic objectives of X in order to maintain the SPECIFIC program within the allocated budgetary constraints. I acquired A, B, and C by working with government entities such as X for SPECIFIC OUTCOMES, the X personnel to establish a fair and reasonable price, X personnel to determine the required labor hours for the effort. Within the contract, I also provided required necessary equipment (EXAMPLE) and facilities (EXAMPLE) for them.

Results: The results is that the X was able to continue their contract with the necessary equipment at the allocated budget.

Impact: The impact of this is obtaining a viable cost-effective PROGRAM that will be likely to SPECIFIC ACTION. This falls in line with goal X.

3.6 Slide 15, Addressing Quality of Performance Objectives

Organizations will determine how the Quality of Performance Objectives will be included. Consult your local agency for guidance.

Here is one example of how organizations have implemented them.

3.7 Slide 16, Assessing Quality of Performance Objectives
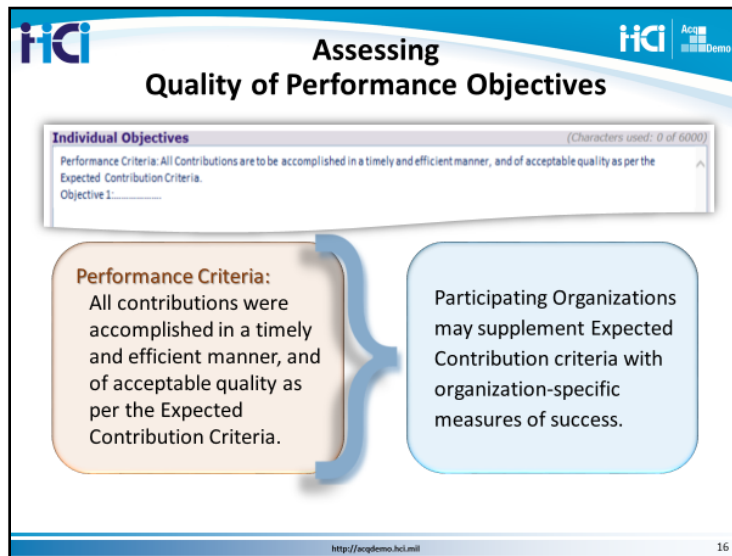
Here is another example of how organizations may implement Quality of Performance objectives.

An organization may add a single statement in the assessments to address the Quality of Performance objective.

It could read: "All Contributions were accomplished in a timely and efficient manner, and of acceptable quality as per the Expected Contribution Criteria." This can be done for each objective.

A Participating Organization may supplement their criteria in local business rules with additional standards that identify milestones, production, due dates, or other measurable aspects of success contributing to the accomplishment of the goals and objectives necessary to meet an organization's mission and are achievable during the appraisal cycle.

Consult your local agency for guidance.

3.8 Slide 17, Assessment Writing Video
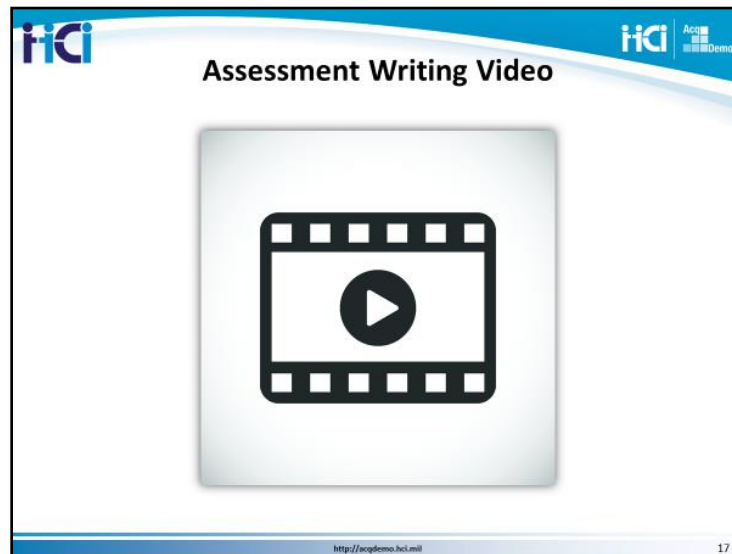
Okay, let's look at an example of a Year-End Review in preparation for an Annual Appraisal Self-Assessment

YEAR-END VIDEO SCRIPT

(In an office setting)

MARGARET: John, thank you for forwarding me a copy of your draft self-assessment. I've read over it and I think you've done a great job so far. I can't require that you change anything on it, but I would like to make some suggestions where I believe you could better advocate for your contributions.

JOHN: Oh, okay. Thanks for taking the time to review it. I really appreciate it. What suggestions or improvement opportunities did you see?

MARGARET: I've circled a couple of things where your contributions are clearly stated, but you don't really back them up with results or impact. I think it would be best for your appraisal to include all three elements of our C-R-I writing model for each of your contributions.

JOHN: OK, I'm not quite sure how to articulate the impact that my work had in some areas.

MARGARET: Well, let's take a look at one of them together and see if I can help with that. For the documentation of the PEO instructions for example, how many were updated or newly added this year?

JOHN: I'd have to go back to check for sure, but I think we updated around 8 of them, and then added 3 new ones.

MARGARET: Great. Verify that information and then include the names of the key documents in the "R –Results" portion of this contribution statement. Now, what about the most important part, impact? Your statement needs to pass the "So What" test. In other words, how do you feel your work impacted the mission of our organization this year?

JOHN: We did find quite a few redundancies in some of our policies and even some conflicting information that we cleaned up. That definitely helped people in the field to complete some of their taskings more efficiently.

MARGARET: You reviewed this with the team and logged that throughout the year as we had discussed, right?

JOHN: Yes, we did. I'll pull out those reviews and include the results here in the "I-Impact" part of my statement.

MARGARET: Perfect. That really is the single most important part of your self-assessment in order for the pay pool to fully understand the importance and value of your contributions. Writing a laundry list of contributions with no specifics relating to results or impact doesn't really give the pay pool much to go on when they look for who has made major contributions to the mission this year.

JOHN: Great. Let's look at my next contribution.

(End Scene)

4.0 SELF-ASSESSMENTS IN CAS2NET

4.1 Slide 18, Capturing a Self-Assessment in CAS2Net
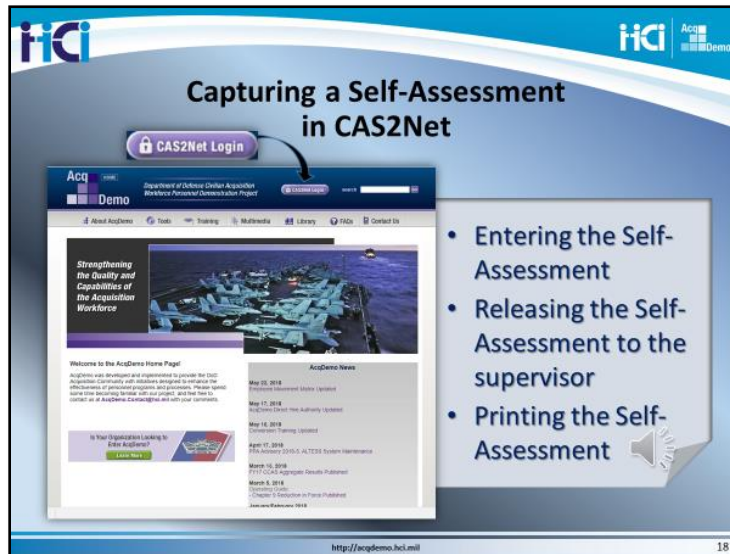
Self-Assessments must be entered in CAS2Net, the CCAS software tool. You can access it on a DoD government, CAC-enabled computer or laptop. Go to the website: acqdemo.hci.mil

On the top of the screen is a link to the CAS2Net Login. The next 3 topics will review how you or your supervisor will be:
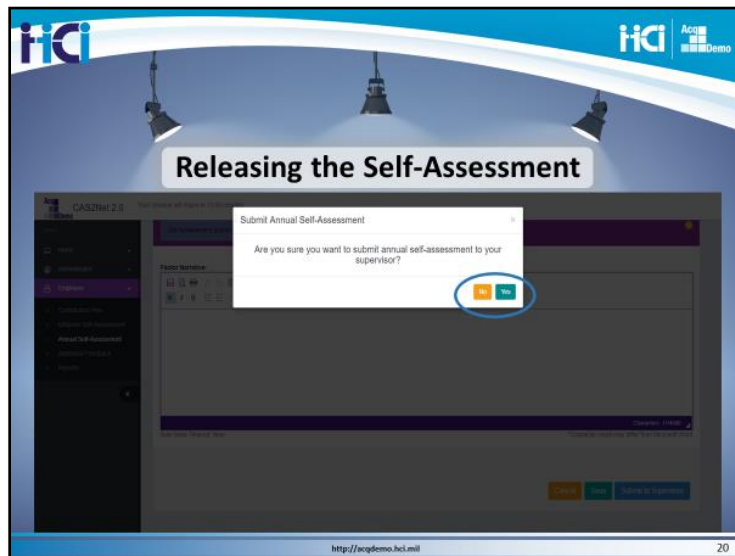
➢ Entering the Self-Assessment

➢ Releasing the Self-Assessment to the supervisor

➢ Printing the Self-Assessment

4.2 Slide 19, Entering a Self-Assessment

Under the Employee Menu, select "Annual Self-Assessment". Click on the appropriate Factor and enter your documentation of contributions with their associated results and impact to mission. Complete for each of the 3 factors.

4.3 Slide 20, Releasing the Self-Assessment to the Supervisor

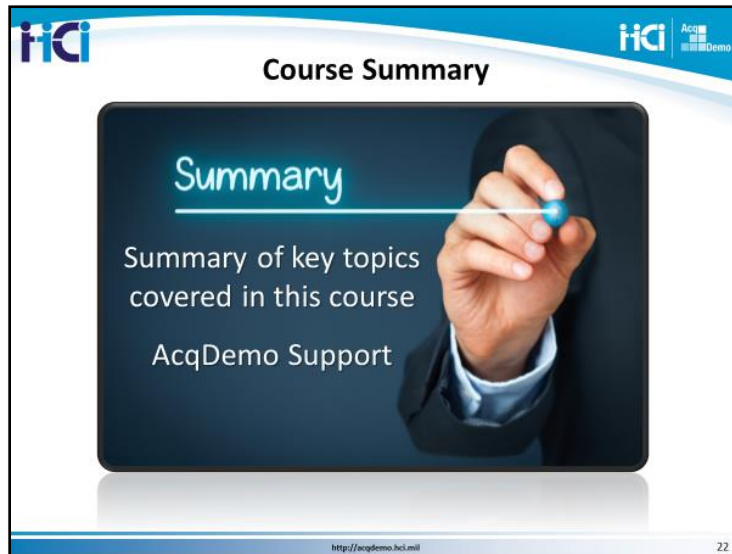CAS2Net will ask you if you are sure you want to submit it to your supervisor? Click yes or no.

4.4 Slide 21, Printing a Self-Assessment
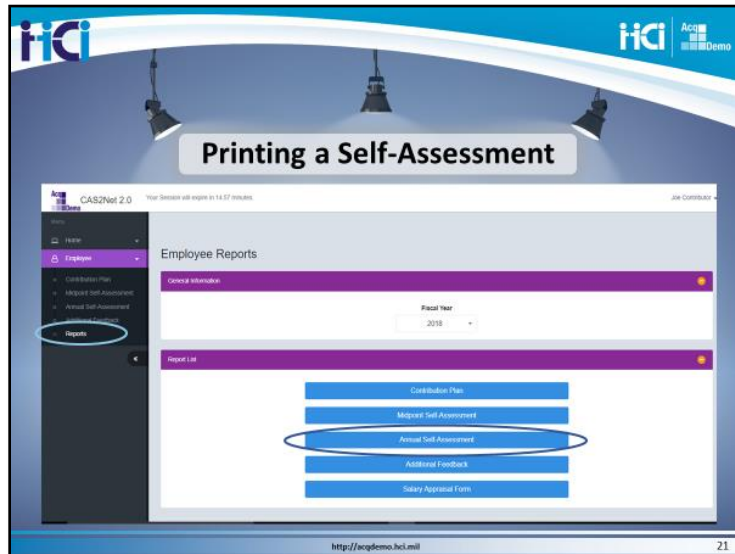
To print the self-assessment, under the Employee Menu, select "Reports", then choose the desired report to print.
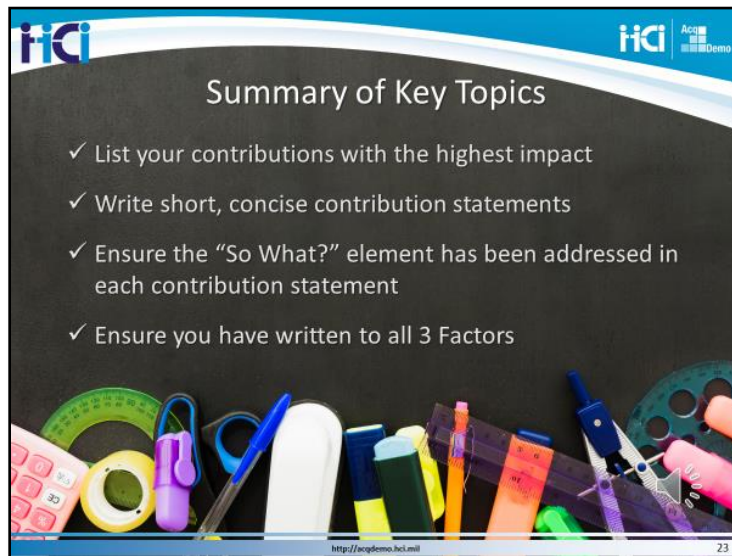
5.0 COURSE CLOSING

5.1 Slide 22, Course Summary

Let's review some of the main learning points from this course. In summary, we'll review the key topics, share a list of additional training courses available to you, and point you to other AcqDemo resources and available support.
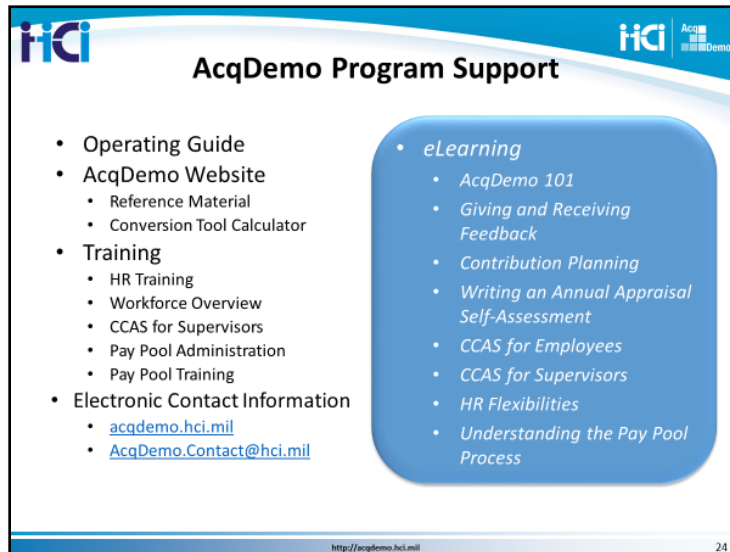
5.2 Slide 23, Summary of Key Topics

Here is a list of key topics:

➢ List your contributions with the highest impact.

➢ Write short, concise contribution statements.

➢ Ensure the "So What" element has been addressed in each contribution statement.

➢ Ensure you have written to all 3 Factors.

6.0 PARTING THOUGHTS

6.1 Slide 24, AcqDemo Program Support

The AcqDemo Program Office provides a variety of support. These include overall program operating procedures; a website that includes reference material, tutorials, and newsletters.

The AcqDemo website also provides training on subjects including HR training, Workforce Overview, CCAS for Supervisors, Pay Pool Administration, and Pay Pool Training.

For program details, visit the AcqDemo website: acqdemo.hci.mil. For questions, contact your local AcqDemo team or email the AcqDemo Program Office at: AcqDemo.Contact.hci.mil

The following e-Learning courses are available:

➢ AcqDemo 101

➢ Giving and Receiving Feedback

➢ Contribution Planning

➢ Writing an Annual Appraisal Self-Assessment

➢ CCAS for Employees

➢ CCAS for Supervisors

➢ HR Flexibilities

➢ Understanding the Pay Pool Process

New courses will be developed, and existing courses updated as needed. Check the AcqDemo website for the latest training information.

6.2 Slide 25, Course Closing
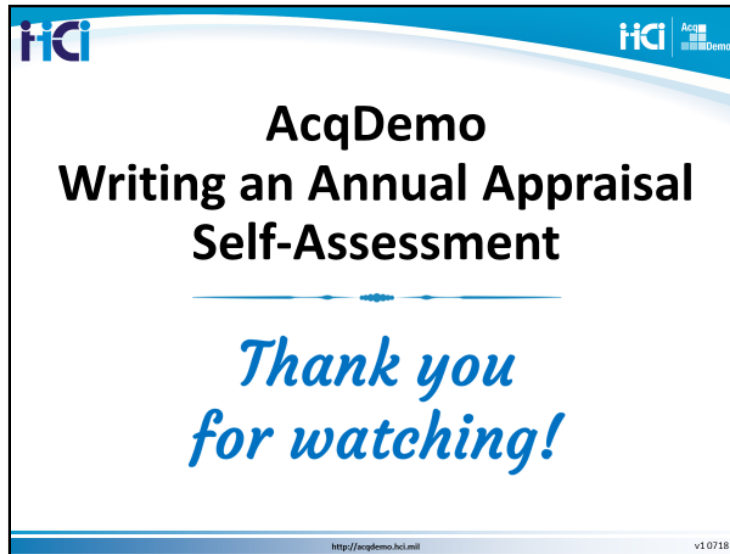
Thank you for watching and please let us know how we can best support your continued success in AcqDemo.