

## Self – assessment template

### Efficiency

What were your main achievements of the past year?

- Explain the circumstances that contributed to these achievements (or made them more difficult) and the context (e.g. variety of tasks, changes during the year).
- Describe the impact of these achievements (How did your achievements contribute to the goals of the Commission?)
- If there were significant goals that were not achieved, what could have been done differently to achieve a different result (if anything)?

Please cover the main achievements of your work for the Commission, including work you may have done which was not supervised by your Reporting officer.

(Recommended maximum: 500 words)

### Ability

During the past year, how have you demonstrated the following competencies? Please note that you are not asked to assess your performance, but rather to give examples of when you had to use each competency.

- Analysis & problem-solving
- Communicating
- Delivering quality & results
- Prioritising & organising
- Resilience

What were your strong points? How could you improve?

(Recommended maximum: 500 words)

(More information on these competencies in the attachment of this document)

### Conduct

How effectively have you worked with other people in the past year, inside the Unit/Directorate/DG, inside the Commission and outside the Commission? Please give examples.

(Recommended maximum: 250 words)

(More information on the Working with others competency in the attachment of this document)

### Languages

What languages do you use at work? What is your level of competence? Is one of them your mother tongue?

(Recommended maximum: 100 words)

(More information on the Common European Framework of Reference for Languages in the attachment)

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### Responsibilities

- What type of responsibilities have you accepted during the past year (e.g. decision-making, financial responsibility, staff management, representation of your Unit/DG/Institution)?
- If applicable, how have you demonstrated the competency of leadership in the past year?

(Recommended maximum: 250 words)

(More information on the Leadership competency in the attachment of this document)

### Learning

- What did you learn last year and how useful was it?
- In what areas do you think learning would be useful in the future?
- During the past year, how have you demonstrated the competency of learning and development (What efforts have you made to improve skills & knowledge and what impact did this have on your work)?

(Recommended maximum: 250 words)

(More information on the Learning and development competency in the attachment of this document)

### General comment

- Is there anything else that you would find essential to add, which has not been covered by the other sections of your self-assessment?

(Recommended maximum: 100 words)

### ***Reminder:*** **Certification**

If you are an official in the AST function group without career restriction and if you are interested in applying to become an AD official, you will also need to choose the option in Sysper2 asking your Reporting Officer to complete the certification section in Sysper2.