

2021 ASA Guidance for Employee Portion – Due June 30, 2021

Employee Section: See below.

In addition, further ASA interface guidance and rating information is available on InsideCIREs → Annual Summary of Accomplishments → click on “Manage ASA” tab.

To view past year’s completed ASA evaluation and rating:

- Go to InsideCIREs → Annual Summary of Accomplishments → click on “Manage ASA” tab.
- On left side bar under “My ASA”, click “Archive” folder.
- Next, choose from drop down the year you wish to review.
- There you will have the option to review a PDF of your employee portion, or the completed supervisor assessment for that year.

1) Primary Responsibilities:

- a. List what you view as main duties

2) Narrative Summary:

- a. Please note your main achievements of this past year.
- b. Please note specific challenges and/or unmet goals you’ve had.
 - i. If so, what were the reasons for those challenges (personal, professional/organizational, COVID-19 related, etc.)?
 - ii. How did you have to pivot as a result of unanticipated challenges?

3) Career Track:

- a. Career Track Applications - are you eligible and interested in applying for promotion?

4) Objective & Plans:

- a. Goals for coming year – what 2-3 things would you like to focus on in the next year to help you grow and develop?
 - i. Personal and/or professional. This may include items you’d like to undertake regarding your current position, or subject matter areas in which you’d like to grow. It may also include training courses you’d like to take.
 - ii. Projects you may be interested in undertaking or coordinating that fall within your team’s purview.
- b. What professional support do you need to succeed in your role in the coming year and achieve your goals?

Job Description: Where possible, before your evaluation meeting, please take time to review your job description on file in Servoy. Does it need updating? If so, please be prepared to discuss potential updates at your evaluation meeting.

Remote Work Agreement: There will be a new format for this agreement that is forthcoming from CIREs Administration. Each employee who is working remotely in any capacity will be asked to complete this agreement. Employees and supervisors should discuss potential hybrid work scenarios at the time of evaluation.