

2022 ASA Guidance

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 in relation to your current position, or subject matter areas in which you’d like to grow, which remain relevant to CIREs and CIREs HR work. It may also include training courses you’d like to take.
 - ii. Projects you may be interested in undertaking or coordinating that fall within CIREs HR’s purview.
- b. What professional support do you need to succeed in your role in the coming year and achieve your goals?

Job Description: Before your evaluation meeting (sometime in mid to late July), 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 our evaluation meeting.

Remote or Hybrid Work Agreement: There will be a new format for this agreement that is forthcoming. For now, please ensure that your work agreement is up-to-date based on your current schedule and work modality.

June 2022

Evaluation Meeting: I plan to review your ASA section responses in the meeting and discuss my initial assessment for the supervisor's section. I will ask some questions about your year at CIRES (some examples are below). We will also discuss any questions you may have related to performance and planning. Based on our meeting and your feedback on the questions, I will then finalize the supervisor section and rating afterward. Then I will route for signatures.

Sample evaluation meeting questions:

- Personal Achievements/Position:
 - Please tell me about your year. What challenged you, and what accomplishments did you find most rewarding?
 - What personal strengths help you do your job effectively?
 - What motivates you to get your job done?
 - What do you enjoy about working for CIRES? What would you change?
 - Is your workload manageable and are you able to complete your duties in roughly 40 hours a week (some weeks will require more time and hopefully, some will require less) ○ Do you have the tools you need to be successful in your job? (computer, office space, work environment, tools training, sufficient uninterrupted time during the day to complete your work, etc.)
 - How can I help you better meet your professional goals as laid out in your plan?
- Managerial/Team
 - What suggestions for improvements do you have for our group, our processes, etc.? ○ What concerns (if any) do you have when it comes to giving me feedback? If so, how can I help alleviate those?
 - How do you prefer to receive feedback and or recognition for your work?

June 2021