



Writing an Effective Self-Report of Accomplishments Fact Sheet June 2009

This Writing an Effective Self-Report of Accomplishments Fact Sheet provides general information concerning the DCIPS performance management system and writing a Self-Report of Accomplishments. For more information on performance management and other DCIPS subjects, please visit the DCIPS web site at <http://dcips.dtic.mil>. You are encouraged to consult with your servicing Human Resources office for supplemental Component or local guidance.

General

As part of the DCIPS performance management process, employees are required to write a Self-Report of Accomplishments that documents their performance and contributions. A Self-Report of Accomplishments is written within 15 days of the end of the evaluation period and submitted to rating officials for review as part of evaluating and rating performance. Organizations may set an earlier due date for a Self-Report of Accomplishments but if they do so, a method to account for performance in the final days of the evaluation period must be established.

What is a Self-Report of Accomplishments?

A Self-Report of Accomplishments is an employee's narrative description of accomplishments related to the performance objectives and performance elements identified on the employee's performance plan, organizational mission and goals, and other factors. While writing an effective report takes some effort, the report itself does not have to be lengthy. However, it does need to describe in sufficient detail what was accomplished relative to each performance objective and clearly convey the employee's perception of his or her own performance and contributions.

Documenting everything an employee accomplishes during the evaluation period is not expected. Employees are encouraged to keep a journal throughout the evaluation period to record significant activities as they occur. The journal can help make the Self-Report of Accomplishments easier to complete and keeps the write-up specific and relevant to the performance objectives and performance elements.

Employee Guidelines for Writing a Self-Report of Accomplishments

When writing a Self-Report of Accomplishments, the following guidelines may help:

- Address each performance objective individually.
- Restate your understanding of the performance objective.
- Highlight your most significant achievements for the evaluation period.

- Connect what you accomplished with why it matters to the organization.
- Note challenges you faced and how you overcame them.
- Highlight specific instances where your actions or conduct made a positive difference in the outcome of a performance objective.
- Write in a clear and concise manner focusing on the outcomes for each performance objective.

Help with Writing a Self-Report of Accomplishments

For more information on how to write a Self-Report of Accomplishments, visit the DCIPS website (<http://dcips.dtic.mil>) and complete *iSuccess*, an interactive tool that helps employees develop clearly defined performance objectives and translate them into effective Self-Reports of Accomplishments.

Frequently Asked Questions

Q: Am I required to complete a Self-Report of Accomplishments?

A: Yes. The Self-Report of Accomplishments is required and must be submitted to your rating official within 15 days of the end of the performance period.

Q: What is the purpose of the Self-Report of Accomplishments?

A: Employees use the Self-Report of Accomplishments to describe accomplishments related to expectations, performance objectives, performance elements, organizational mission and goals, and other factors. The Self-Report of Accomplishments provides the rating official with a clear picture of how the employee perceives his or her own performance and contributions.

Q: How can I be sure that I have captured major achievements when completing my Self-Report of Accomplishments?

A: Employees are encouraged to maintain an ongoing record, or journal, of major achievements throughout the evaluation period. By documenting major achievements as they occur, employees have ready access to the information needed to complete their Self-Report of Accomplishments.