


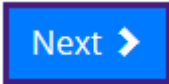


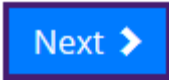




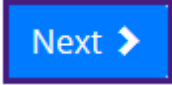

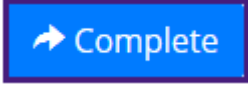
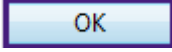
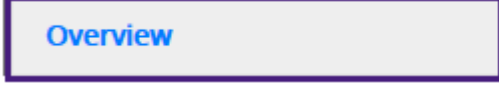



## Create Self-Assessment

Step	Action
1.	Click the <b>LSUHSC Annual Evaluation</b> link. 
2.	There are instructions associated with writing your <b>Self-Assessment</b> .
3.	Click the <b>Down</b> button of the scrollbar to review <b>Institutional Competencies</b> . 
4.	Comments boxes are available for each <b>Institutional Competency</b> . You may enter notes supporting how you demonstrated each competency. There is no character limit.
5.	Click the <b>Down</b> button of the scrollbar to view each <b>Institutional Competency</b> and the corresponding comment box. 
6.	Click the <b>Next</b> button. 
7.	Click the <b>Down</b> button of the scrollbar to review your <b>Individual Goals</b> . 
8.	Select the appropriate <b>Goal Status</b> from the drop-down list.
9.	Comments are <b>not</b> required. However, you may include any information in support of the achievement of your goal or the obstacles that may have prevented your achievement of your goal.
10.	Click the <b>Down</b> button of the scrollbar to review all goals. 
11.	Click the <b>Next</b> button, after you complete reporting on each goal. 
12.	Click the <b>Down</b> button of the scrollbar to view <b>Self-Assessment</b> questions. 

## Job Aid

Step	Action
13.	Answering <b>Self-Assessment</b> questions is voluntary.
14.	Click the <b>Down</b> button of the scrollbar to review additional questions. 
15.	Click the <b>Next</b> button. 
16.	Click the <b>Down</b> button of the scrollbar to view the <b>Professional Development Plan</b> . 
17.	Comments on the <b>Development Plan</b> are voluntary.
18.	Click the <b>Next</b> button. 
19.	Click the <b>Down</b> button of the scrollbar to view <b>Resources</b> . 
20.	Links to helpful tools are available on the <b>Resources</b> page. Check the <b>Talent Development</b> page for new content.  Click the <b>Complete</b> button. 
21.	Click the <b>OK</b> button. 
22.	Click the <b>Overview</b> link. 
23.	The <b>Overview</b> page indicates that <i>Step 3: Self-Assessment</i> is complete and <b>Step 4: Supervisor Evaluation</b> is <b>In Process</b> .  Click the <b>Log Out</b> link. 
24.	This completes <i>Create Self-Assessment</i> . <b>End of Procedure.</b>