

Employee Self-Assessment Process

Login

When it is time for you to log in and complete your self-assessment, you will receive two emails directly from the CEDAR tool. One email will tell you that you need to activate your account, and the other email will inform you that your supervisor has started your assessment and that you need to log in to complete your self-assessment.

The emails will contain links that you should use to log into the system. You will need to log in with your PIV/CAC card. If that is not possible, you can use the 2-factor authentication. You should check your email's "Junk" folder regularly to ensure the emails have not been delivered there.

When you log in, you will be shown a screen that asks you to complete your assessment now (see Figure 1 below).

Figure 1



Highlights

This assessment has not been completed. [Complete your self-assessment now.](#)

Section 1: Career Growth Competencies

The first section of the CEDAR assessment will ask you to select your career growth competencies. Career growth competencies are competencies you would like to be included as part of your training and development. They can be any of the available competencies, either part of your current assessment or completely independent of your position. Up to three (3) career growth competencies may be selected. This step is **optional**. If you do not want to choose career growth competencies, you can proceed to the bottom of the page and click "Save and Continue" to move to the next section.

Employees can choose career growth competencies in two ways:

- a. The list of competencies that your supervisor has chosen as part of your assessment will be listed. Clicking the small checkbox to the right of any of these competencies will automatically add it to your list of career growth competencies (see Figure 2 below).
- b. You can search for and add individual competencies that are not part of your current assessment by clicking the "Add Competencies" button in the "Competencies for My Career Growth" section toward the bottom of the page (see Figure 2 below).

Figure 2

Added “Technology Awareness” to career growth competencies by clicking checkbox next to it on the left.

“Add Competencies” button – click here if you want to add a competency that is not part of your position.

TYPE	COMPETENCY	SIMILAR ALTERNATIVES	INCLUDED IN MY POSITION
Technical	Technology Awareness Knowledge of developments and new applications of information technology (hardware, software, telecommunications), emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.		<input checked="" type="checkbox"/>

1 COMPETENCIES ADDED

If you click on the “Add Competencies” button, you can either choose a competency model or filter the competencies using the Search/Filter section to the left of the main list. You can search for individual competencies using the Key Words box above the Competency Model box under the Search/Filter section. CEDAR will search for any full or partial word in the competency title or description.

The screenshot below shows the Search/Filter section to the left of the list of competencies. Because this employee has already chosen “Technology Awareness” as a career growth competency, it shows up below the left Search/Filter section under “Competencies You’ve Selected.” Clicking on the + symbol to the left of any individual competency will add that competency to your list of career growth competencies. Clicking the ✖ symbol will remove that competency from your list.

ADD COMPETENCIES FOR MY CAREER GROWTH

Optional. You may select up to three total career growth competencies.

SEARCH / FILTER

Key Words

Competency Model

Competency Model Level 1

Competency Model Level 2

COMPETENCIES YOU'VE SELECTED

TYPE	COMPETENCY	SIMILAR ALTERNATIVE	INCLUDED IN MY POSITION
GENERAL COMPETENCIES			
+	General Accountability Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.	Accountability (Leadership)	<input checked="" type="checkbox"/>
+	General Administration and Management Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.		
+	General Agility Bends, stretches, twists, or reaches out with the body, arms, or legs.		
+	General Applies Technology to Tasks Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.	Technology Application (General)	

Section 2: Employee Self-Assessment

In this section, you will complete your self-assessment. First, you must indicate your current proficiency level for each competency that was entered by your supervisor for the position. To do this, click the drop-down menu in the right column next to each competency. The proficiency level definitions for each competency are provided each time you click the drop-down menu for your convenience (see Figure 3).

Figure 3

COMPETENCIES FOR MY POSITION

TYPE	COMPETENCY	SELECT A PROFICIENCY LEVEL	PROFICIENCY
General	Attention to Detail Is thorough when performing work and conscientious about attending to detail.	1 Awareness - Applies the competency in the simplest situations. Requires close and extensive guidance. 2 Basic - Applies the competency in somewhat difficult situations. Requires frequent guidance. 3 Intermediate - Applies the competency in difficult situations. Requires occasional guidance.	<input type="button" value="v"/>
General	Decision Making Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; considers alternatives; evaluates situations, to accomplish organizational goals; causes change.	4 Advanced - Applies the competency in considerably difficult situations. Generally requires little or no guidance. 5 Expert - Applies the competency in exceptionally difficult situations. Serves as a key resource and advises others.	<input type="button" value="v"/>
General	Influencing/Negotiating Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.		<input type="button" value="v"/>

The next step is to complete your self-assessment of your career growth competencies. You will be required to select a targeted proficiency level (the level you would like to attain) and your current proficiency level (where you think you are currently) for each career growth competency. If the competency is already part of your position, the proficiency level you selected in your self-assessment will automatically populate.

COMPETENCIES FOR MY CAREER GROWTH

Optional. You may select up to three total career growth competencies.

TYPE	COMPETENCY	INCLUDED IN MY POSITION	TARGETED PROFICIENCY	MY PROFICIENCY
Technical	Program Management Knowledge of the principles, methods, and tools for the coordinated management of a program to include providing oversight of multiple projects, integrating dependent schedules and deliverables, and related activities (for example, benefits management, life cycle).	<input checked="" type="checkbox"/>	<input type="button" value="v"/>	4
General	Administration and Management Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.	<input type="checkbox"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

Once you have completed all proficiency level ratings, click “Save and Continue” at the bottom of the page. The next screen will provide you with an opportunity to review your proficiency level ratings before sending your self-assessment to your supervisor. When you are satisfied with your entries, click “Send to Supervisor” at the bottom of the page. This will generate an email to your supervisor letting them know that you have completed your assessment and that they can log in to view the results.

Section 3: Viewing Results

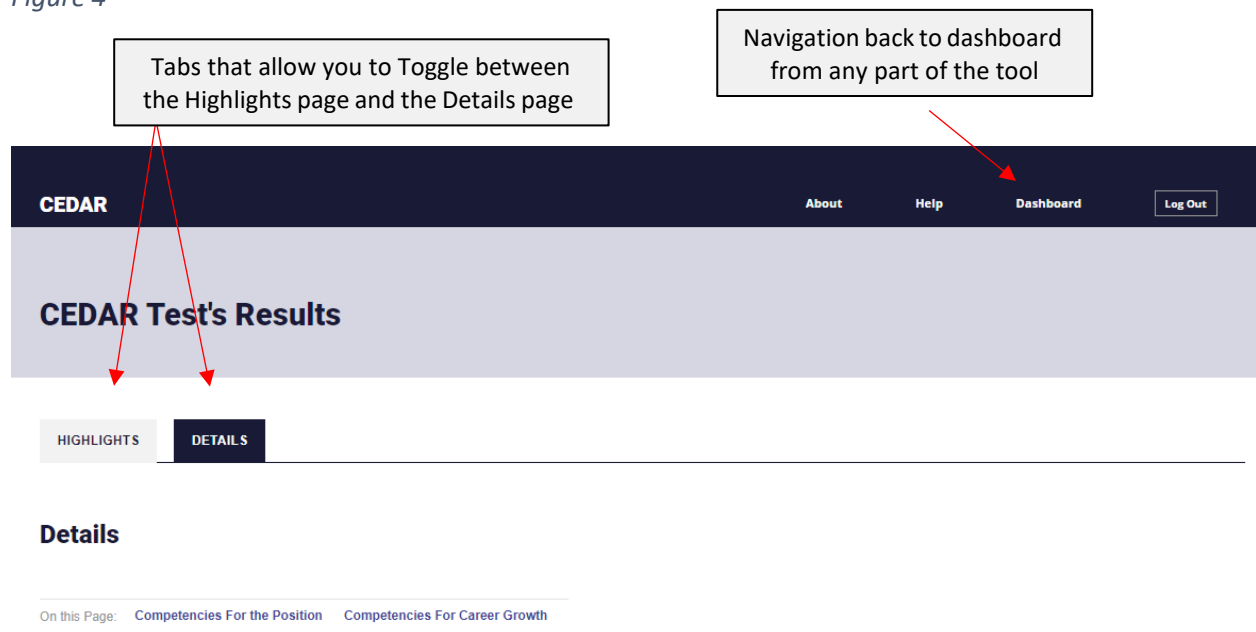
After sending your self-assessment to your supervisor, you will immediately have the option of viewing your results as a Highlights page or a Details (aka: Full Results) page.

The Highlights page will provide your top strength competencies (up to 5) and the top five competencies that are suggested for development (areas you might consider for training). These are based on calculations of your self-assessment and your supervisor’s assessment.

The Details page will provide a list of all competencies that were part of the assessment (including career growth competencies), all the proficiency level ratings, and all the calculated strengths and gaps.

You can toggle between each of these pages using tabs on your Dashboard. To get to your dashboard, click on “Dashboard” in the top navigation bar (see Figure 4 below).

Figure 4



**Note: You can return to view your assessment information anytime by going to <https://cedar.opm.gov/> and clicking “Log In” in the top left navigation bar.*