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C-A OPERATIONS PROCEDURES MANUAL

9.4.2 C-A Self-Evaluation

Text Pages 2 through 4

Attachments

Hand Processed Changes

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Approved: _____ ***Signature on File*** _____
Collider-Accelerator Department Chairman Date

J. Maraviglia

9.4.2 C-A Self-Evaluation

1. Purpose

1.1 Self-evaluation is a vital element in the C-A Department's ongoing effort to improve performance continuously. The self-evaluation process provides personnel the opportunity to recommend internal improvements within their organization. Each self-evaluation is reviewed by the C-A Department Chair and improvement recommendations are evaluated for implementation.

A self-critical attitude throughout the Department from workers and supervisors provides the basis for correcting weaknesses as well as promoting best practices. Thus, this procedure applies to workers, supervisors and management.

1.2 Policy

1.2.1 Workers and supervisors are expected to perform assigned self-evaluations to communicate their concerns directly to the Department Chair.

1.2.2 Workers and supervisors are required to inspect the workplace conditions and to monitor the work practices of their fellow employees.

2. Responsibilities

2.1 The C-A Department Chair shall set a schedule indicating when workers and supervisors are expected to perform their self-evaluation.

2.2 The Department Chair shall set aside sufficient resources to ensure the effectiveness of the evaluations. Supervisors and workers shall have sufficient time to perform self-evaluation activities, which should be scheduled around work priorities.

2.3 Whenever possible, the self-evaluation should be performed on time and in a proficient fashion.

3. Prerequisites

None

4. Precautions

4.1 It is expected that personnel performing the self-evaluation adhere to work plans and wear appropriate PPE assigned to the task under review.

5. **Procedure**

- 5.1 The C-A Department Chair, or designee, shall set the schedule for self-evaluation once every two years and shall publish it in [C-A-OPM-ATT 9.4.2.a](#).
 - 5.1.1 The date, group, and evaluator shall be indicated on the schedule.
 - 5.1.2 C-AD ESHQ Division Tickler Card 500 is used to schedule self-evaluation.
- 5.2 The C-A Department Chair and Division Heads shall commit to evaluating and correcting identified problems. Corrective action milestones shall be prepared.
- 5.3 The C-A Department Chair, or designee, shall notify the person chosen to perform self-evaluation and indicate a suggested completion date for return of the self-evaluation form (see [C-A-OPM-ATT 9.4.2.b](#)).
 - 5.3.1 The person chosen shall determine the subject of the self-evaluation (i.e.: a specific job/task, or work area).
- 5.4 Supervisors and workers who are chosen to perform self-evaluation shall devote adequate time, about 1 hour, to the self-evaluation.
 - 5.4.1 Evaluators shall use the self-evaluation checklist, [C-A-OPM-ATT 9.4.2.b](#), and indicate improvement actions. The checklist items (pages 1 through 4) may be used as a guide. The Summary Sheet (page 5) is required, if issues are identified. The form shall be completed on the day of the evaluation.
 - 5.4.2 Supervisors and workers may request assistance from the ESHQ Division Head on the self-evaluation process.
- 5.5 Self-evaluation improvement actions shall be reviewed and evaluated by the C-A Department Chair or designee.
 - 5.5.1 Improvement actions, if approved by the C-A Department Chair, shall be tracked in the C-A Family Assessment Tracking System (ATS).
 - 5.5.2 The individual who performed the self-evaluation shall be notified upon completion of improvement actions.

6. **Documentation**

- 6.1 The C-A ESHQ Division shall retain completed self-evaluation forms.
- 6.2 The C-A ESHQ Division shall retain documentation related to closing improvement actions.

7. References

None

8. Attachments

8.1 [C-A-OPM-ATT 9.4.2.a, "C-A Self-Evaluation Schedule"](#).

8.2 [C-A-OPM-ATT 9.4.2.b, "C-A Self-Evaluation Checklist"](#).