

Writing Your Self-Evaluation



Writing a self-assessment for your performance review to give to your manager can be stressful, but learning how to do it well can ensure your manager really knows what you've done for the past year and how your work has added value and impacted the business.

In addition, there are probably aspects of your performance that you weren't as happy about. By doing a self assessment, you can address those issues in your own way.

Finally, completing a self-assessment gives you a chance to see if you have the same expectations as your manager about how you work and the results you get. If your rating does differ in some areas, it highlights the gaps and forces a discussion about how you can meet those expectations next time.

Instructions

1. Identify your expectations for the year. These include competencies, goals and/or job responsibilities that your manager assigned to you at the beginning of the year as well as others that were added during the year. For most employees, this should be as easy as going into the ePerformance system and printing out your performance plan.
2. List your accomplishments in relation to each competency, goal or job responsibility. Be realistic and focus on facts. While you want to accentuate the positive aspects of your performance, you should be able to back up your statements with specific examples of what happened during the year. Be specific, using numbers or some aspect of your work effort that can be measured.
 - Don't Write:* "I worked really hard on this project."
 - Do Write:* "I rolled out the project two weeks ahead of schedule."
 - Don't Write:* "My customers are always satisfied with my results."
 - Do Write:* "I responded to all emails and voicemails within 24 hours." OR "I serviced XXX customer requests during the course of the year." OR "I received a rating of 4.2 out of 5 on the department's annual customer service survey."
3. Continue by listing other specific examples of things you did during the year that aren't necessarily associated with the expectations assigned at the beginning of the year.
4. Summarize your review with a paragraph of how you feel your work effort helped the company reach its goals.