

Give yourself credit!

How to write a meaningful self-evaluation this year

Why is the self-evaluation important?

- Show you're invested in your own development.
- Help your manager out by highlighting your achievements.
- Identify your strengths, areas of opportunity, and development needs.
- Most importantly, by completing the self-evaluation, you significantly contribute to the performance discussion.

Basic preparation

- Make time.
- Be honest.
- Stay positive.
- Provide insights into success.
- Provide insights into challenges.
- Gather examples for all successes and challenges.
- Reevaluate your job purpose and how it contributes to the mission and priorities of the organization.

What to write

Focus on...

- Successes within the context of core job responsibilities and competencies.
- Goals or priorities set by your manager and how you contributed to achieving those.
- The most significant accomplishments you had over the course of the year.
- What makes you unique in your performance and what you bring to the group.
- The connection between your strengths and skills and your results showing you uniquely approach projects.
- Not just what you do and what you've achieved, but how you've gone about your work.

What parts of my job have I done well?

Tips

- Avoid the laundry list.
- Include a maximum of 3 examples. Here's why:
- *Makes it easy for your manager to digest your accomplishments.*
- *Demonstrates you know how to prioritize and can showcase what you are most proud of.*
- *Allows you to be very specific and detailed about your achievements.*

Focus on...

- Challenges that have arisen during the performance period.
- Development and improvement areas.
- Significant growth or progress from past challenges.

What parts of my job could I do better?

Tips

- Avoid the defensive language or blaming others.
- Admit what you failed to do and discuss what you've done to address the issue.
- Use development language to introduce challenges.

Focus on...

- Career development opportunities.
- Aspects of the job that are most exciting and how you might become more involved in those types of activities.
- The connection between your development needs and your organization's needs.
- How you will add additional value to the organization by advancing your skills.
- Major goals and work priorities for the upcoming year and what is needed to achieve them.
- The year to come and how you will be able to contribute to the goals of the organization.

What coaching, training, or education do I need to do my job?

Tips

- Prioritize 2-3 areas for continual learning, skill development and/or behavioral changes, emphasizing the results you are hoping to achieve.
- Consider your strengths and how to leverage your success or improve in areas of opportunity.
- Call out both short- and long-term career goals and how your desire for development in the coming year relates to those goals.

Before you submit

- Run a spelling and grammar check.
- Read through for clarity.
- Check for positive tone.
- Ensure you've communicated the main points you intended to capture.