Things to Consider When Completing a Self-Evaluation

A self-evaluation is an opportunity for you to think back over the course of the review period and identify all of your accomplishments: What projects have you completed? What classes have you attended? What have you learned? What goals have you met? It is also a time for you to look ahead to new responsibilities you would like to assume, goals you would like to meet in the coming year, and areas in which you want to improve. Below are some things you may want to consider when completing the self-evaluation portion of the Annual Performance Review.

- Set aside a specific time to complete your evaluation. This will allow you to reflect upon the past review period and to gather your thoughts before you compose your responses. Review your previous year’s Annual Appraisal to identify progress you have made.

- Provide detailed explanations about what you have done to satisfy job responsibilities and use these to justify your employee ratings.

- Be honest in your evaluation. You and your supervisor will meet to discuss your self-review, as well as his/her assessment of your performance. The more candid you are with your self-assessment, the more prepared you will be for your meeting. Have you truly been an exceptional employee in all areas? If not, note the areas you have been and those in which you need improvement. Remember, we can all stand some improvement!

- An “M” (Met Expectations) is a great rating! Human Resources expects the majority of employees to receive an M as an overall rating. However, a range of ratings within the evaluation itself is appropriate. Provide comments in all sections to justify why you have rated yourself in the way you have. If you rated yourself “E” (Exceeded Expectations) in an area, make sure to justify/explain how you have excelled and surpassed expectations.

- Provide comments/feedback. You have the ability to provide comments in all sections of the evaluation. The more information you can offer the better. Giving specific examples of how you achieved different goals will remind your supervisor about all that you have accomplished.

- Consider future goals you want to achieve and how they will be beneficial to your position; give suggestions for how you can achieve them. Are there classes you need to take? Do you need more exposure to certain processes? How can your supervisor assist you in meeting these goals? Note these ideas in your evaluation.

- Performance Evaluations are an excellent avenue for you to display all of the contributions you made during the review period. Evaluations also provide a chance for you to give feedback to your supervisor about things that could make you more successful in your position. Take advantage of this opportunity!