

Conducting a Self-Evaluation

A self-evaluation is your thoughtful and considered written review of your performance during an evaluation cycle. It involves rating established goals, competencies, and overall performance.



When you self-evaluate, you become an active participant in your own evaluation. Your involvement enables you to honestly assess your strengths and areas you need to improve.



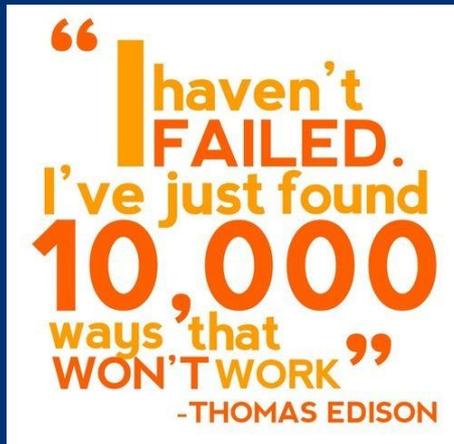
Self-evaluation also increases your commitment to goal setting and achievement, competency development, and career planning.



Your self-evaluation should not be focused just on your job. You should focus on your long-term career plan. It's an opportunity for you to reflect on how you're doing in your career, not just your job. Use it to think about where you are going long-term and where you are in your career.

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Highlight the highlights. Don't be shy about highlighting your accomplishments. A self-evaluation is the place to boast with grace and diplomacy. Always remember, it is not to put any of your colleagues down. Don't be modest; state your accomplishments objectively and accurately.



Confidence is one of the most attractive attributes in a person. It is an outward sign that you have faith in yourself. When you show security in your self-evaluation, it is a sign of accomplishment because you take pride in what you've done and what you know you can do.

Don't forget about achievements made early on in the evaluation period. Your evaluator cannot possibly remember all of your projects and your participation throughout the year. Go back over documents and e-mails to help you remember your earlier accomplishments.

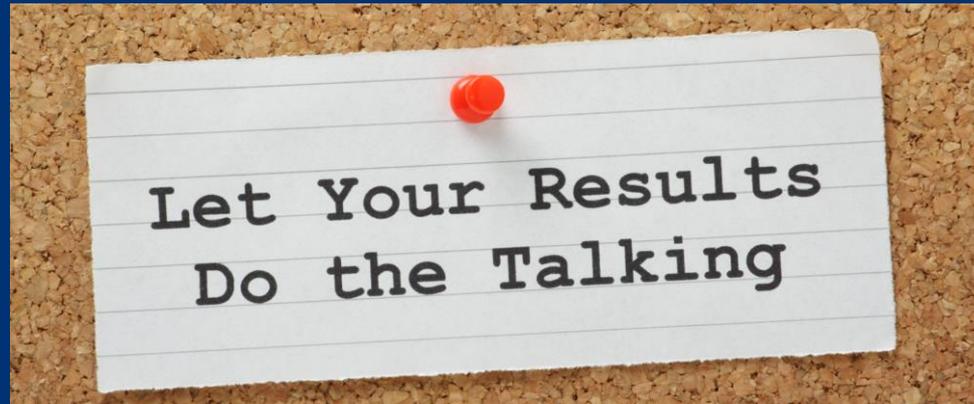
Self-promotion
can be

AWKWARD

Over come bad feelings to
advocate for your career

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Be objective. It's tempting to give yourself high marks across the board, but it's unlikely that you've done everything right. Instead of evaluating yourself based on how you wished you'd performed, offer the results and quantify them as much as possible by using facts, figures, and specific dates. The more you can point to the tangible benefits you offer the department, the more invaluable you will be.



Ask yourself some specific questions:

What difference did my efforts make?

What did I do to contribute to the department's goals and success?

Did my efforts further the department's mission?

Did I take a leadership role when the opportunity arose?

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Suggest specific improvements. The self-evaluation is a good opportunity to identify specific ways to improve your performance.

“Life is a constant improvement of yourself!”

Don't be afraid to mention ways that you can do your job more effectively. Making suggestions like this is not the same as holding something up as a weakness. Rather, it is a mark of strength and professional maturity for you to identify ways to grow and improve.

Continuous improvement is better than delayed perfection.

Mark Twain

NEVER GET TOO COMFORTABLE THERE'S ALWAYS ROOM FOR IMPROVEMENT OR REPLACEMENT.

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Ask Yourself the Hard Questions. A performance review, whether overwhelmingly positive or somewhat disappointing, is always a great opportunity for an employee to learn, grow, and move forward in his or her career.

- What could I have done better this year?
- What are my strengths?
- What are my weaknesses and how can I improve on them?
- Where can I take personal initiative and become a stronger employee who contributes more next year?
- How do my responsibilities support the District's improvement plan?
- What were my most important contributions and accomplishments during the review period?
- What competencies (skills, knowledge, or perspective) have been most important in achieving those accomplishments?
- What feedback have I received from coworkers and/or customers?
- What do I need to do to enhance your performance further?
- How satisfied am I with my accomplishments during the review period?
- What have I learned that can be applied in the future?

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The Tough Part – Giving Yourself an Evaluation Rating. The bottom line is that the self-evaluation requires that you quantify your performance by a rating of 1 - 5. Use the following rating guidelines and assign yourself a rating! **Good luck with the self-evaluation process.**



5 - Clearly Outstanding - Works consistently at a superior level in all areas of the position; consistently exceeds goals and expectations. Makes an exceptional or unique contribution to the department; demonstrates outstanding commitment to a high level of performance and results are never in question; little, if anything, could be improved upon. ***Quantifiable justification, with written comments, is required for this rating.***

4 - Exceeds Expectations – Performs beyond expectations in the majority of position responsibilities; makes a significant contribution to the overall achievement of department goals. ***Clear justification, with written comments, is required for this rating.***

3 - Meets Expectations – Fulfills position requirements; fully achieves established goals and expectations. Performance results are evident and expected contributions to department goals are met.

2 - Below Expectations - Fails to meet one or more of the significant job requirements. Requires improvement in areas noted. ***Specific areas of focus or improvement plans with written comments are provided.***

1 - Unsatisfactory - Does not fulfill position requirements. A formal performance improvement plan is developed, documented, and monitored.