

# Preparing Your Self Evaluation



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# What's the Self-Evaluation Process All About?



- An opportunity to consider your strengths and contributions
- An opportunity to look back over 2021 and forward to identify your 2022 goals while considering ways to meet your goals
- An opportunity to tell a compelling story while having the undivided attention of your supervisors about how you've added value in this past year
- A process you should treat with as much care as an important client/customer presentation or meeting



# When Self-Evaluations Are Due

Give yourself enough time!



# Before You Start



- Organize statistical information on all the client/customer and administrative matters for the evaluation cycle
- Develop a plan to present your strengths and contributions that might be insufficiently recognized
- Consider how you can provide information to allow the evaluators to know you better?
- Are your career objectives clear?
- Are you approaching your self-evaluation as you would a client/customer project?
- Do you have a complete file with all relevant information for the evaluation cycle?
- Have you identified all supervisors who can provide evaluations of your work?

# Possible Basic Orientations



- Phenomenal growth year because of **X**
- My projects have increased my ability to do **Y**
- I took a lead role in this trial/transaction by handling **Z**
- I have worked with a large number of colleagues/clients/customers to do **A**
- I work independently
- I seek out assignments from others
- I took on a key role in this significant matter when I did **B**



# “Continue to Work on My Skills and Goals”

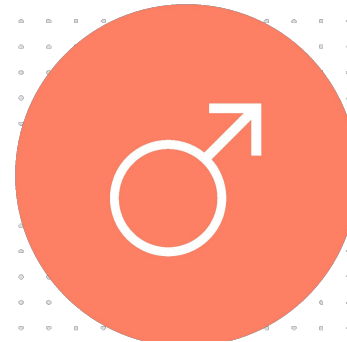


- What is this supposed to mean?
- What skills?
- What goals?



# Do's...

- Carefully read and follow the instructions before beginning your self-evaluation
- Focus on your important assignments, highlight your strengths, do not provide a detailed account of everything you did for the year
- Be sure to explain the significance of increases or decreases in your numbers
- Identify your key strengths and be sure they are highlighted at your self-evaluation
- Be enthusiastic about your accomplishments
- Write with authenticity and pride
- Take credit for your accomplishments



# Do's Continued..



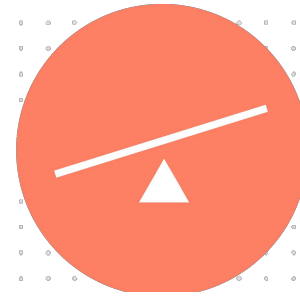
- Use action words that identify you with positive results. Organizational, leadership, interpersonal, and communication skills as well as initiative and creativity are likely to be the traits valued by your company and employers
- Include any cross-selling you have engaged in and mention the type, quantity, and value of the work you were able to secure
- Ask a more senior colleague or good friend to review and comment on your self-evaluation draft once you've written and carefully edited it.
- Ask yourself, if someone didn't know you, how well would they know you by reading your self-evaluation? If the answer is "not well," you have a lot more work to do
- If you had health or family problems mention them, if at all, only at the back of your evaluation *unless* they accounted for a significant amount of lost time, in which case address them right up front



# Life Events

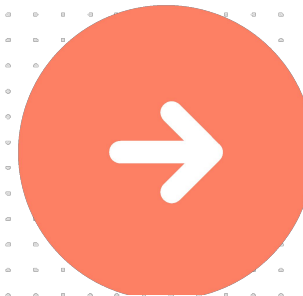


- Should you include health or family problems? Not include?
- If it affected your year, then yes. But where in your self evaluation
  - Front, if significant and major
  - Back, if had an affect but not overriding
- The evaluators don't know if you don't tell them
- COVID-19 implications/Working From Home
- Mothers with small children
- Social Unrest, Racial Injustice



# Don'ts...

- Don't turn your self-evaluation in late!
- Don't wait until the last minute to start writing your evaluation. This is an important part of your career advancement. Give it the time and thought it deserves
- Don't assume anything! The evaluators do not already know your successes or significance to your practice, clients, or the company
- Don't let your numbers do the talking. Tie your responsibilities and accomplishments to your numbers and explain why your numbers show important contributions
- Don't use emotional words (such as "disappointed" or "hope")
- Don't express anger or frustration, no matter how justified. A self-evaluation is just not the place for it



# Don'ts Continued...

- Don't use vague terms or sweeping generalities. Use clear, direct, and specific language
- Don't be afraid to take credit for your accomplishments
- Don't down-play your accomplishments by using terms like “we” or “I was on the team with X, Y, and Z” – unless that is the only honest way to describe what happened
- Don't exaggerate – be sure you are able to prove every one of your key points

- Don't spend a lot of space on activities outside of the company
- Don't get off track. Your focus needs to stay on your core responsibilities and “mission-critical” accomplishments



# Typos?



What would typos and grammatical errors say about you?

- lazy?
- stupid?
- careless?



# So You Have Decided NOT to Submit a Self Evaluation?



- What would this say about you?
- Unorganized?
- Cannot manage your time?
- You don't care?

