

Preparing and Writing your Self-Evaluation

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Overview

- Preparing
- Reflection
- Writing
- Opportunity for Feedback to your Supervisor
- Process
- Open Sessions
- Office Hours- Human Resources

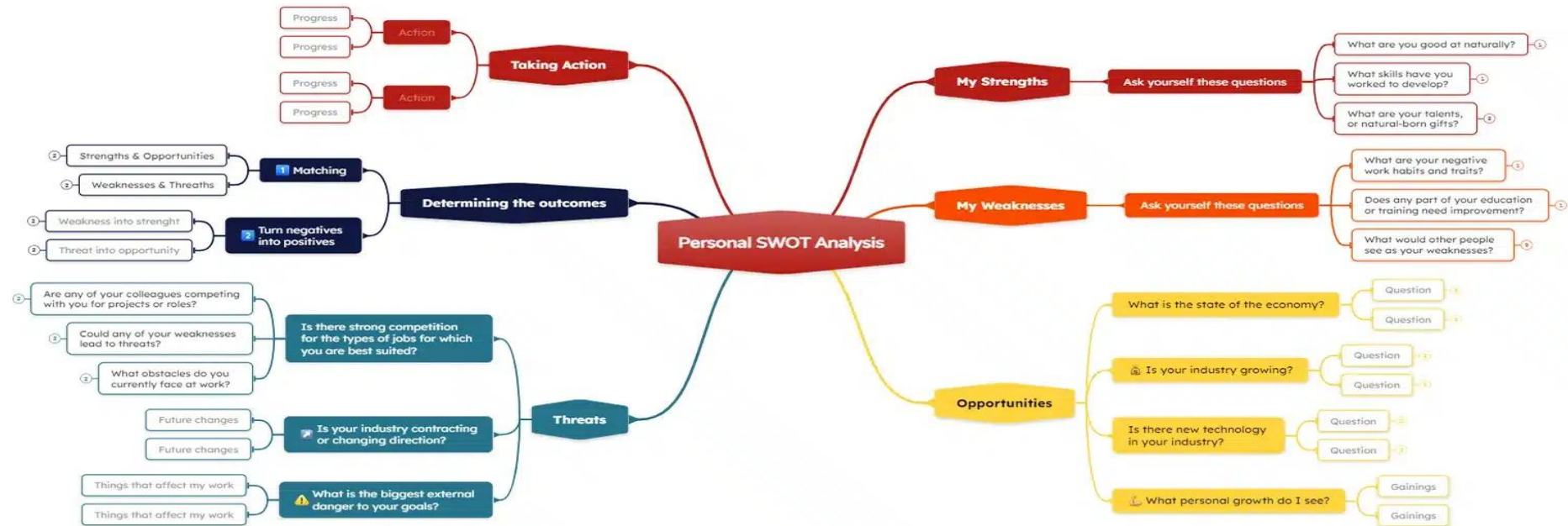
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Preparing for the Self-Evaluation

Preparation

- ❑ As you prepare to write your self-assessment, begin by reviewing:
 - ❑ Documentation about your work (e.g. Position Description)
 - ❑ Performance expectations
 - ❑ Annual goals.
- ❑ Performance Log
 - ❑ If you do not already, keep a performance log tracking accomplishments and challenges
 - ❑ For this year, review the calendar to reflect on key accomplishments, collaboration, and challenges
 - ❑ Review emails to support
- ❑ Think about purpose- whom you serve and how you contribute to your department, division, and the College

Mind Mapping



Self-Evaluation Mind Map

- Enables you to rate the amount of knowledge, skills, and competencies you have and evaluate them
- Assists in identifying strengths, shortcomings, and developing a growth mentality
- Create branches and provide space between ideas so you can subsequently add another.
- Develop themes and categories to organize your thoughts

Tips

- ❑ Be critical and reflective
- ❑ Do not minimize achievements or put yourself down
- ❑ Be specific and descriptive of positive attributes and areas of improvement
- ❑ Be honest about what you need to be successful
- ❑ Think about competencies (often deemed “soft skills”)



Questions for Reflection

Collaboration and Teamwork

1. How do colleagues see you?
2. What are your work relationships like?
3. How effective is your collaboration?
4. How do you solve problems with others?

Self-Motivation

1. Do you have a positive attitude and approach?
2. How do you meet the expectations of your role?
3. How do you try to improve your knowledge and skills?

Problem Solving

1. How do you solve problems? Do you effectively do this?
2. How are your solutions creative?
3. How do you approach challenges?
4. What methods do you use to solve problems?

Communication

1. How is your written communication?
2. How is your verbal communication?
3. How are you helping your team through communication?

Adaptability and Flexibility

1. Can you adapt to new people and situations?
2. How do you manage change?
3. What barriers does change present in your work, and how do you address them?

Emotional Intelligence

1. Do you know your strengths and weaknesses? What are they?
2. How do you recognize the value of your colleagues' opinions?
3. How do you manage your emotions at work?
4. How are you an effective listener?



Writing your Self-Evaluation

Priorities

- Identify your work priorities based on your goals and objectives
- For your priorities, highlight accomplishments and areas for improvement

Questions to consider

- What projects or tasks did you focus on or are you planning to focus on?
- How was success measured?
 - Possibilities include: impact, quantity, quality, accuracy, timeliness, budget, customer satisfaction, and a combination of these or other measures
- What was the impact of your work on your department, your division, and the College?
- What obstacles and/or challenges did you have to overcome?

Quick Tips

- Be specific. Don't say, "Supported the student admissions project." Instead, indicate what you did specifically and how it supported the overall goals of the project (connecting to the department and division).
- Be objective and stay focused on results.
- While it is important to be thorough, **a self-evaluation doesn't have to be long to be effective.**

College Goals

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graph TD; A[College Goals] --- B[Division Goals]; A --- C[Department Goals]; A --- D[Individual Goals];
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Division Goals

Department Goals

Individual Goals

Writing Goals

HR FAST Goals		HR SMART Goals	
Speed, alignment, and adaptability	Main focus	Clarity and achievability	
Reviewed frequently and adjusted as needed	Goal timeframe	Fixed timeframe (often quarterly or annually)	
Goals are shared openly across teams or the whole organisation	Visibility	Goals may be kept private or shared selectively	
Highly flexible, built to evolve with shifting priorities	Flexibility	More structured and fixed once set	
Ideal for fast-paced, collaborative, or agile environments	Use case	Best for individual performance tracking or long-term planning	
Encourages ongoing discussion and real-time course correction	Feedback loop	Often revisited only at review milestones	
Driven by ambition, alignment, and shared accountability	Motivation style	Driven by achievable, measurable success markers	

SMART Goals (Framework)

1. **Start with a General Goal:** Identify the broad, long-term outcome you want (e.g., "Increase social media presence for department").
2. **Add Specificity:** Define what, who, and where. *Example: "Increase social media engagement daily through regular posting and refreshed content specific to College life."*
3. **Make it Measurable:** Add a number or metric. *Example: "Increase followers by 20% and increase post 'likes' and comments by 10%."*
4. **Ensure it is Achievable:** Check if this is realistic based on your current, or attainable, resources.
5. **Verify Relevance:** Ask if this helps your larger goals.
6. **Set a Deadline (Time-bound):** *Final Goal: "Increase social media engagement by 20% for followers and 10% of post engagement by the end of calendar year 2026."*

FAST Goals (Execution)

1. **Align with Strategic Priorities:** Identify the top 2-3 business priorities to ensure the goal contributes to overall organizational success.
2. **Define Specific Metrics:** Create a clear, quantifiable objective (e.g., "Increase social media presence by 20%," not "increase social media presence").
3. **Set Ambitious Targets:** Set a goal that requires extra effort or innovation. For social media, potentially include specifics around post design or interactivity.
4. **Establish a Review Cadence:** Define how often the goal will be discussed (e.g., bi-weekly, 1:1, department meeting).
5. **Make Goals Transparent:** Share the goals on a public dashboard or during team meetings to ensure everyone is aligned. Department goals should funnel up for division leadership.



Providing Feedback

The Cost of Poor Feedback

- 69% of employees would work harder if they felt more recognized. (Gallup)
- Strong feedback cultures have 14.9% lower turnover. (HBR-SHRM)
- 80% of employees who receive meaningful feedback are fully engaged. (Gallup)

<https://www.gallup.com/>

<https://www.shrm.org/>

Why Feedback feels Risky

- **Relational loss** (e.g., damaging a relationship)
- **Opportunity loss** (e.g., being passed over or excluded)
- **Reputational loss** (e.g., being seen as difficult or mean)
- **Job loss** (e.g., fear of retaliation or demotion)




Providing Feedback to a Supervisor

- Presents challenges depending on your relationship
- Power dynamic and fear of retaliation
- Past reactions

Be Clear

- Clarity is **specific**, **observable**, and **actionable**. It leaves no room for vagueness or uncertainty.
 - ✓ Do they know exactly what you're talking about?
 - ✓ Would a neutral observer describe it the same way?
 - ✓ Do they know what actions to take to help you to be successful?

Care

- Care and accountability are not mutually exclusive. You can demonstrate care for the person and the actions needed for the circumstance.
- ✓ **Care is NOT:**
 -  Avoiding hard truths
 -  Prioritizing your comfort
 -  Sugarcoating the real issue

Context

- Be as transparent as possible in explaining the purpose of your feedback and its connection to the larger purpose or goal.
 - ✓ **Impact:** “When this happens, here’s the effect...”
 - ✓ **Timing:** “This matters now because...”
 - ✓ **Bigger Picture:** “This connects to your goals or our values because...”

Feedback Traps

- **The Dump:** Saving up multiple issues for one big conversation
- **The Hint:** Being so indirect that the purpose and context are lost
- **The Attack:** Making it about character instead of behavior
- **The Delay:** Waiting too long to address issues
- **The Assumption:** Not checking for biases before giving feedback
- **The Minimizer:** Softening feedback so much that it loses meaning



Performance Process

Timeline

- Employee Self-Evaluation (estimated: February 1- March 15)
- Supervisor Review (estimated: March 1- April 15)
- Completed forms to Human Resources (April 30)



Open Sessions and Office Hours

Performance Overview- Recorded on HR website with slides available

Self-Evaluation

Session	Date/Time
Self-Evaluation (In-person)	February 9, 2026 1:00 pm
Self-Evaluation (In-person)	February 18, 2026 2:00 pm
Self-Evaluation (Zoom)	February 10, 2026 9:00 am

Supervisor Session

Session	Date/Time
Process/Feedback (In-person)	February 10, 2026 11:00 am
Process/Feedback (In-person)	February 19, 2026 3:00 pm
Process/ Feedback (Zoom)	February 20, 2026 2:00 pm



Questions, comments and/or thoughts?