

This guide is designed to help you prepare, reflect, and write a clear and effective self-evaluation as part of the annual performance process. A strong self-evaluation is not about self-promotion or self-criticism. It is about accurately describing your work, impact, growth, and goals. The information below is adapted from the training slides used at the self-evaluation sessions.

1. Purpose of the Self-Evaluation

- Reflect on accomplishments and challenges.
- Provide your supervisor with insight into your work that may not be visible in the day-to-day.
- Identify strengths and areas for development.
- Align your work with departmental and institutional goals.
- Set meaningful goals for the coming year.
- Offer constructive feedback upward, when appropriate.

The self-evaluation is a professional reflection rather than a grading exercise.

2. Preparing to Write

- Gather documentation that is evidence-based and accurate. For example:
 - Position description (if you do not have one, do not write one, just note this)
 - Annual or project goals
 - Past evaluations or feedback
 - Major initiatives or assignments
- Start a performance log (for future reviews)
 - Key accomplishments
 - Key challenges
 - Collaborative efforts
 - Metrics or outcomes
 - Recognition received
 - Skills learned or applies
- Review emails or calendar to assist in reflecting on the year.
- Consider broader impact:
 - Who do I serve?
 - How does my work support the department?
 - How does it contribute to the larger organization?

3. Use Mind Mapping to Reflect

- Create a visual representation of:
 - Projects
 - Skills
 - Collaboration
 - Challenges
 - Professional Development
 - Outcomes
 - Goals
 - Leave space to add ideas
- This exercise often reveals patterns, strengths, and growth areas.

Mind Mapping Template

The diagram is a mind map template centered on a light blue square with a white star. Inside the star, the text "Performance 2025" is written. Five lines radiate from the central square to five surrounding rectangular boxes. The boxes are arranged as follows: one at the top, one to the left, one to the right, one at the bottom-left, and one at the bottom-right. Each box contains a prompt and a dashed line for writing.

What are some outcomes and impact to community?

Accomplishments
-

Challenges
-

Professional Development

Collaboration

- 4. Reflection Areas and Sample Questions-** Use the following categories to guide your thinking.

Collaboration and Teamwork

- How do colleagues experience working with you?
- How effectively do you contribute to group efforts?
- How do you resolve disagreements or problems?

Self-Motivation

- Do you demonstrate initiative?
- How do you pursue learning or skill development?
- How do you meet or exceed expectations?

Problem Solving

- What methods do you use to address challenges?
- Are your solutions effective or innovative?
- Can you provide examples?

Communication

- How effective is your written communication?
- How effective is your verbal communication?
- How do you support team clarity and understanding?

Adaptability and Flexibility

- How do you respond to change?
- What barriers have you encountered and how did you manage them?

Emotional Intelligence

- Are you aware of your strengths and limitations?
- How do you manage emotions in professional settings?
- How well do you listen and consider others' perspectives?

5. Writing the Self-Evaluation

- Identify priorities:
 - Describe accomplishments connected to those priorities
 - Note measurable outcomes
 - Identify areas of improvement
- Focus on Results- Connect work to outcomes such as:
 - Quality
 - Quantity
 - Timeliness
 - Accuracy
 - Budget Impact
 - Customer or stakeholder satisfaction
 - Organizational impact
- Be specific
 - Instead of "Supported admissions project"
 - Write: "Developed weekly reporting dashboards for the admissions project, improving decision-making timelines by two weeks and enabling better resource allocation."
- Maintain Balance
 - Do not minimize your accomplishments
 - Do not exaggerate or overstate
 - Be honest about growth areas and needed resources

6. Setting Goals

Effective goals provide direction and accountability. Two useful frameworks are **SMART** and **FAST** goals.

SMART Goals

- **Specific** – Clear and detailed.
- **Measurable** – Includes metrics or numbers.
- **Achievable** – Realistic given resources.
- **Relevant** – Supports broader priorities.
- **Time-Bound** – Includes a deadline.

FAST Goals

- **Frequent Discussion** – Reviewed regularly.
- **Ambitious** – Encourages growth.
- **Specific Metrics** – Quantifiable.
- **Transparent** – Visible and aligned with team priorities.

Use goals to demonstrate forward thinking and commitment to improvement.

7. Providing Feedback to Your Supervisor (Optional but Encouraged)

If the evaluation includes upward feedback, focus on clarity and professionalism.

Principles of Effective Feedback

- **Clarity** – Be specific and observable.
- **Care** – Balance honesty with respect.
- **Context** – Explain why the feedback matters.
- **Actionability** – Suggest constructive next steps when appropriate.

Avoid Common Pitfalls

- Saving multiple issues for one conversation.
- Being overly indirect.
- Making it personal rather than behavioral.
- Waiting too long.
- Making assumptions.
- Softening feedback so much that meaning is lost.

Conclusion:

A well-crafted self-evaluation strengthens conversations with your supervisor, clarifies expectations, and supports your professional development.