



## Self-Evaluation Checklist

### WHAT CAN A SELF-EVALUATION TELL YOU?

A self-evaluation assessment is a tool to reflect on and track your career progress, achievements and skill development during the years you have worked at a company.

- ☐ Self-evaluation is a tool for assessing and reflecting on your progress and development in your career.
- ☐ Self-evaluation assessments can help you see how you have gained knowledge and skills in the workplace.
- ☐ Self-evaluation is also a way to document your accomplishments for your employer and company.

### HOW TO PERFORM A SELF-EVALUATION

The self-evaluation portion of your annual review keeps a record of how you would assess the past year in your own words: how you have performed in the workplace, your accomplishments, the additional education you have pursued during your employment, and your overall growth and development during the previous year.

Consider the following steps when writing your self-evaluation:

- ☐ Consider the whole prior year (not just the past few months).
- ☐ Give insight into your successes and accomplishments.
- ☐ Give examples of your strengths and weaknesses.
- ☐ Highlight what you have learned and ways you have grown.
- ☐ Keep it honest and professional.
- ☐ Use action words, like “achieved,” “managed,” or “developed.”
- ☐ Format and edit your self-assessment into 1-2 paragraphs.

#### REMEMBER to keep track of performance throughout the year.

- ☐ Keep notes on accomplishments and issues.
- ☐ Is your performance reflective of our pillars and values?
- ☐ Any changes to your job duties?
- ☐ How is your attendance?

\*Managers, reach out to HR if you need assistance in assessing performance and providing constructive feedback.

### ELEMENTS OF A SELF-EVALUATION

Goal is to create a meaningful statement of your accomplishments at the company, which may include:

- ☐ Your success and accomplishments in your role.
- ☐ How you have achieved your success (i.e. the behaviors and skills you have developed or shown).
- ☐ An assessment of your work habits.
- ☐ Your overall strengths and weaknesses.
- ☐ Aspects of your performance that you would like to grow in the next year.
- ☐ Request for feedback from your manager or employer.