

## Tips for writing your Self-Evaluation A Guide for Employees

### Purpose

Completing a self-evaluation allows you to contribute to the performance discussion. It encourages you to look objectively at your performance over the past year. It also allows you to help identify gaps in resources and development needs, document the accomplishment of your annual goals, and relate your job functions to the USG Core Values and KSU Institutional Values. Ultimately, it is meant to facilitate the two-way communication that should occur during the performance evaluation process.

### Preparation

- x As you prepare to write your self-assessment, begin by reviewing documentation about your work such as your job description, performance expectations and annual goals.
- x If you keep a performance log to track major accomplishments and work throughout the year, review your log to help you reconstruct your performance over the past year. If not, take time to review your calendar and other records of your work.
- x Reflect on the purpose of your job and how it contributes to the mission of your department, division, and the University.

### Writing Your Employee Self-Evaluation

- x Identify your work priorities over the past year based on your goals and objectives, discussions with your supervisor, or tasks.
- x For each priority, describe your work and accomplishments. Questions to address include:
  - 9 What exactly was the work or task?
  - 9 How was success measured? Possibilities include impact, quantity, quality, accuracy, timeliness, budget, customer satisfaction and a combination of these or other measures.
  - 9 What was the impact of your work on your department and the University ?
  - 9 What obstacles did you have to overcome?
- x Be specific. Don't say, "I Supported the student records project." Instead, indicate what you did specifically and how it supported the overall goals.
- x Be objective and stay focused on results, stating facts with supporting details .
- x While it is important to be thorough, a self - evaluation doesn't have to be long to be effective.

### Ratings

While identifying your accomplishments from the year, be realistic when selecting your rating. Being a Successful (3) performer is where most people will fall. This means that you are a solid performer and you have met every goal set. There may be instances where you have performed at Superior (4)

## Five Point Rating Scale

<b>Not Successful</b>	Performance in this area is inconsistent and does not meet milestone. Immediate and substantial improvement is needed to address this area
<b>Partially Successful/Emerging</b>	Performance falls short of the minimum criteria and standards of milestones
<b>Successful</b>	Good solid performance that meets all milestones. This rating conveys solid, effective performance
<b>Superior</b>	Good, solid performance that fully meets milestones and