Suggestions and Tips to Complete your Self-Evaluation

The Self-Evaluation is your opportunity to inform your supervisor or department chair about your work:

- what worked well in the past year and what you accomplished
- what challenges or barriers you might have encountered and possibly overcome
- what opportunities you pursued to improve your skills and improve the department’s performance
- identify goals and objectives you want to focus on in the coming year

We highly recommend that you share your self-evaluation with your supervisor or department chair. If you do, you can have a more open, constructive and useful conversation during the performance evaluation process.

Question 1 – Accomplishments and Your Best Work

1. be specific and point out anything you think is significant - share all the highlights from your year
2. share any “behind the scenes” work or tasks you accomplished in case your supervisor or department chair is not aware of it
3. describe any ideas or activities that you initiated, and describe the impact they had
4. try to demonstrate how your work helped your co-workers, your department and the college
5. describe any achievements you had that you are proud of, where you performed at your best
6. show the connection between your actions and the 12 Performance Criteria on the Performance Evaluation

Question 2 – Challenges and Barriers

1. point out challenges you might have faced, offer ideas for how to overcome them in the future
2. point out any responsibilities you fulfilled that were different from the previous year, and how they impacted your work priorities and plans
3. note any changes in plans or priorities that might have prevented you from working on your goals
4. identify any goals you were unable to accomplish and share your explanation for what happened
5. be prepared to listen to your supervisor or department chair and discuss these topics openly and respectfully – with the intent to learn from each other
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Question 3 – Growth and Development

1. identify and list any new skills you learned
2. list any trainings and professional development activities you attended to improve your skills
3. detail any on-the-job training you received that helped you expand your skills and work more productively
4. always try to show the benefit to the college, your department and your co-workers of your learning these new skills (perhaps you can train your colleagues)
5. share any growth opportunities you see for yourself and identify what training you could attend to learn these new skills, and demonstrate the benefits to your department and the college

Question 4 – Goals and Objectives for the Coming Year

1. show initiative and creativity, how your efforts can solve workplace problems
2. share how your goals would improve the department (make things easier, save money, etc.)
3. identify any training or educational programs that will allow you to perform your job better
4. provide ideas and solutions, not just questions
5. think about specific projects and tasks that would get you really excited to come to work each day, that would make you passionate at work – share these ideas as opportunities for the coming year
6. to get your supervisor’s or department chair’s buy-in, think about your goals from their perspective – show how achieving your goals will be an improvement for him/her and the department
7. describe opportunities for how the two of you can work more effectively together