Suggestions and Tips to Complete your Self-Evaluation

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

- what worked in the past year
- what challenges you might have encountered and possibly overcome
- any opportunities you see to improve your skills and improve the department’s performance
- goals you want to focus on in the coming year

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

Question 1 – Accomplishments and Contributions

1. be specific and remind them of anything you think is significant
2. share any “behind the scenes” work or effort you contributed – in case your supervisor is not aware of it
3. try to demonstrate how your work helped your co-workers, your department and the college

Question 2 – New Tasks or Additional Duties

1. point out any responsibilities you fulfilled that were different from the previous year, even if they were small
2. identify any role you played on committees or groups that supported college-wide or Five College projects
3. try to demonstrate how this work helped your co-workers, your department and the college
4. don’t assume that “new duties” means your job description will change – view this as an opportunity to track changes in what you are doing with your time
5. show how these new tasks are helping you to learn and how your performance will improve

Question 3 – Activities focused on productivity, teamwork and supporting the college’s goals

1. think of any ideas or activities that you initiated, and describe the impact they had
2. think of any ideas that impacted your co-workers, your department – not just your own job
3. identify anything you did to try to improve teamwork within your department
4. use this time to bring up ideas that you might want to work on in the coming year since these ideas might lead to some goals for you

Question 4 – Changes that led to improvements

1. be specific and state what you think the benefit is from your work/efforts
2. bring up any opportunities you see for the coming year, how you might help improve things
3. provide ideas and solutions, not just questions
4. show initiative and creativity
5. show how these new tasks are helping you to learn and how your performance will improve in the future

**Question 5 – Ratings**

1. be honest when evaluating your performance and the impact it had on your department
2. have evidence to support your rating if it is higher than Effective
3. if you anticipate your supervisor might have a different rating, be prepared to listen to their perspective and discuss it openly and respectfully – with the intent to learn from each other

**Question 6 – Improvement in professional/technical skills**

1. describe any training that you attended and what you learned, how it helped you at work
2. identify any training or educational programs that will allow you to perform your job better
3. think about job training for your current role and possibly training to enhance your career
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)

**Question 7 – Most important contribution**

1. be specific and share what impact/benefit it had for your coworkers, your department, the college
2. think beyond what you did to improve your own performance
3. how did you help your team and department – share what you want to do in the coming year

**Question 8 – Liked to have done, unable to complete**

1. be willing to admit a mistake and point out goals you were unable to accomplish
2. be honest and open about these projects
3. point out challenges you might have faced, and offer some ideas for how to overcome them
4. supervisors will benefit from your honesty when you share everything

**Question 9 – Goals**

1. think about what would get you really excited to come to work each day, what would make you passionate at work – what would you be doing
2. share how the goals would improve the department (make things easier, save money, etc.)
3. to get buy-in, think about your goals from your supervisor’s perspective – how will this be an improvement for him/her and the department

**Question 10 – Improve your skills and professional abilities**

1. think about both your current role and what you want for your own future
2. frame your requests in terms of how it will benefit you, and how it will benefit the college
Question 11 – Support / guidance from your supervisor

1. share your ideas about how your supervisor could support you, help you to achieve higher levels of performance
2. describe opportunities for how the two of you can work more effectively together