Preparing for Self-Assessment
Preparing for Self-Assessment

Your opportunity to provide an update on your performance in the review process

- Accomplishments
- Strengths
- Key learnings
- Opportunities for long-term improvement, growth, and development
- Opportunities for needed learning
Why is the self-assessment important?

- Nobody knows what you do better than you
- Gives you a chance to reflect on your work and goals
- Helps your supervisor recall your work over the year
- Initiates conversation between you and supervisor about performance and opportunities
Making self-assessment more meaningful

- Think about your work from your supervisor’s perspective
- Am I on track?
- Is there anything you’d like me to focus on?
- Where do you think I need to focus more time and energy?
- How can I make your job easier?
Asking for guidance, direction, and feedback

- What could I have done better this year?
- What are my strengths?
- What are my opportunities for improvement?
- Where can I take personal accountability?
- How can I become a stronger contributor?
Balancing the self-assessment

- Giving only high ratings does not leave room for improvement
- Frame shortcomings not as things done “wrong” but as opportunities for growth and improvement
- Document achievements throughout the year
- Be specific and fact-based
- Include impact statements
What comes next?

- Supervisor uses your self-assessment to write your annual review
- Supervisor delivers and discusses annual review with you
- Supervisor submits annual review to AD and HR
- Start thinking about your goals for step 1 later this year
Questions???