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Self performance review summary examples

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If you've been asked to complete a yearly self-evaluation or write a self-assessment after a project, it might seem overwhelming, especially if this is your first time doing so. Regardless of the job you have or the project you were working on, there are a few principles you need to stick to when writing a self-evaluation essay about your own performance.

Today, I'll be giving you some tips and also a few self-evaluation review examples for inspiration of your own performance review. Why Is a Self-Evaluation Review Important? ARMMY PICCA/Shutterstock.com A self-evaluation performance review gives you a chance to highlight your strengths while demonstrating that you can recognize your flaws and are working on improving them at the same time. Self-evaluations allow you to open your employer's mind to your thought process while working on the project. They can learn more about you and what makes you tick – knowing your strengths can allow them to play to those strengths, giving you room to grow. Furthermore, it shows that you can be honest about your weaknesses and that you have an open and curious mind. It demonstrates that you are motivated to work on yourself and improve your performance in all areas, helping the company grow in the process. A well-written self-assessment can pave the way to getting bonuses and promotions. It can also make it more likely for your managers to assign you projects that you enjoy working on and have the right skills and expertise for. Now that you know why crafting your self-assessment performance review carefully is important, let's move on to some examples. Point to Your Accomplishments Miha Creative/Shutterstock.com On the one hand, you don't want to come off as egoistic or bragging. Managers don't like workers who are full of themselves. On the other hand, being able to recognize your accomplishments is a positive trait, not a negative one. Drawing attention to your biggest accomplishments throughout the year or while working on your project shows why you are a valuable asset to the team. One way to point to your accomplishments without coming across as arrogant is by simultaneously pointing to some of your weaknesses. At the same time, mention how you plan on addressing those weaknesses, so they don't cause any issues in the future. Also Read: Best Personal Mission Statement Examples Example #1: "As a mortgage broker, I exceeded my target goals by 120% throughout most of the year, using targeted outreach methods like PPC ads to reach a broader audience. blockman.go.beta.pc I used tactics like offering part of my commission to bring down clients' rates to attract more clients overall, thus winning for me and the company. However, in the last few months of the year, while still reaching my target goal for the quarter, I noticed a slight decrease in my performance due to unexpected changes in the real estate market. Going forward, I will analyze ways to quickly adapt my marketing strategy and messaging to ever-changing market situations to avoid this problem in the future." Photo by RODNAE Productions from Pexels Example #2: "As part of my work on increasing our customer retention rate, I came up with loyalty programs that incentivize customers to make repeat purchases and purchase premium memberships, thus increasing our overall retention rate by more than 15%. I have tested out various trial programs to offer customers a way to try out services without committing, so they can see the value of those services firsthand. This has attracted undecided customers by giving them some time to decide before committing financially. I have also identified features and services that customers have been asking for, creating a roadmap to introduce those features, and keeping customers updated about future feature releases to make sure they don't cancel their subscriptions.

Adaptability Self Evaluation Comments	
Exceeds Expectations	
<ul style="list-style-type: none">Though many people find change difficult to handle, I understand how to handle it with ease. We have a very fast paced environment and I understand how to navigate the changes and provide high quality work despite not knowing what may be coming at me next. Over the next year, I will continue to remain nimble and adapt to changing circumstances.The past year has seen a number of changes happen in our department. I have handled the changes well and supported other employees who were troubled by them. This has not only demonstrated my ability to cope with change, but resulted in improved team dynamics. Over the next year, I will continue to handle changes that may arise and provide support to team members.I see change as an opportunity. I encourage others to take initiative when new projects or assignments come available and quickly adapt when times require it. I believe I am a very flexible employee.	
Meets Expectations	
<ul style="list-style-type: none">I have greatly improved in adaptability this year. While I once shied away from change with discomfort, I've learned to embrace it with renewed energy. I adapt to changing schedules and assignments, and even help to calm those around me in times of stress.I have satisfactory standards of adaptability, and have proven that I can adjust to sudden changes within the work place. I handle changes of schedule and office protocol with ease, and have made suggestions on how to improve them further.I consistently maintain composure during times of stress, and show that I can adapt to new challenges that arise during an assignment. Sometimes, I know I struggle with some tasks that are not part of my job. I could improve by adapting to the addition of new responsibilities.	
Needs Improvement	
<ul style="list-style-type: none">I have a tendency to micromanage assignments and allow for little deviation in plan or schedule. I understand not everyone appreciates this style, and I will work to improve in this area. I will work on improving my acceptance of change.I do well adapting to small changes at work, but struggle when we have larger issues that affect the whole office or department. Some of these changes are just too large to adapt to quickly. Over the next year, I will work on accepting all types of change.There are times when I struggle with new work assignments and training. I understand how important these are to the business, but I need some latitude to achieve these in my own timeframe. I will continue to work on improving in this area.	
Attitude Self Evaluation Paragraphs	
Exceeds Expectations	

By being proactive and asking customers for feedback and adding a feature request form on our site, I was able to make customers feel listened to and create a priority-based list to work on. While much remains to be done in this regard, our increased customer retention rate has improved our bottom line and allowed us to allocate more to our advertising budget." Also Read: Best Executive Summary Examples Highlight Your Teamwork Pormezz/Shutterstock.com Unless you're working alone, chances are that your employer values teamwork. Your communication skills and ability to work seamlessly with your teammates will lead to increased productivity from you and everyone you are working with. zexinlilaxoxil.pdf Example #3: "I loved working with my teammates. Adjusting to new work environments can sometimes be a challenge, but I soon found myself settling in. I discovered immense value in collaborating with my teammates, getting their feedback on my work, and getting exposed to new insights and viewpoints. Similarly, I tried to support my co-workers and provide constructive feedback at all times. I found I'm more productive when working closely with others – not relying on them to get my job done, but collaborating on finding solutions to pressing problems." Discuss Company Culture and Brand Goals Gorgev/Shutterstock.com In your assessment, show that you understand the CEO's goals and how you fit in with the company culture. Discuss why you enjoy working in that particular environment, and explain how the company's vision aligns with your own. Example #4: "Working on this project has allowed me to rediscover my passion and life goals. I've thoroughly enjoyed working in an environment that conforms to my ideals and where I feel comfortable expressing myself and becoming the best version of myself. I'll continue to strive to help the company grow and achieve its goals." Point to Your Strong Work Ethic Photo by Cedric Faunteroy from Pexels All employers value dedicated workers with strong work ethics. If you've gone above and beyond in your job, working at the company when you were not scheduled to, or being diligent to put in the necessary hours, talk about that. Also Read: Part-time vs Full-time Example #5: "Throughout the year, I've demonstrated a strong work ethic, ensuring I come to work on time – and often, earlier than necessary. I've stayed at work late to ensure I finished things up that day instead of pushing them off until the next day. Despite having the opportunity to, I haven't taken vacation days, preferring to instead bring my best performance to the table for the good of the company. While I've given myself ample opportunities to relax and de-stress, I realize how critical my time is for this company's growth." Discuss Your Willingness to Learn Oscar M Sanchez/Shutterstock.com Employers also value workers who have a willingness to learn. Having an open mind about learning new skills and improving existing ones shows you aren't satisfied with staying in the same place in your career and have a strong sense of ambition. Even more than that, managers love employees who use their free time to learn new skills. If an employee takes the initiative and is proactive about expanding their skillset and knowledge, without relying on their boss to provide learning opportunities, they may start considering possible promotions for that employee. Example #6: "I've consistently been practicing my coding and programming skills, but I feel there is always room to improve and more skills to learn. I have purchased courses from Udemy and signed up for coding academies online to expand my skill set and become proficient in additional programming languages. In the future, this knowledge will allow me to build better apps, software, tools, and websites that will offer customers an improved user experience." Photon Photo/Shutterstock.com Example #7: "Understanding the latest best SEO practices is critical, which is why I subscribe to multiple newsletters and attend online webinars and conferences frequently. That allows me to learn about new algorithm updates and strategies that allow us to stay one step ahead of our competitors at all times while ensuring our clients maintain their high rankings. It also helps me avoid common mistakes that can lead to decreased rankings in the long run. I've also taken a content marketing course at my local community college to ensure I understand the basics of an effective content marketing strategy." Your Quality Service Photo by Yana Krukova from Pexels Keeping customers happy is the foundation of any successful business, small or large. 63692878639.pdf If your work involves dealing with customers, whether as a sales rep, support rep, or in any other capacity, stress how you keep customers happy, thus maintaining a high retention rate. Example #8: "When dealing with customers, I listen to them attentively, trying to understand the exact issues they are facing before trying to come up with solutions. I ensure the customers I deal with feel heard, and I make sure they know how much we appreciate their business. At the same time, I try to find a solution for any problem a customer is facing. I go above and beyond to try to please customers, within reason, as I understand how critical customer satisfaction is for the success of this company. One thing I never do is talk over customers or try to make them feel inadequate. panasonic-kx-tg7871-factory-reset I try to read between the lines and pinpoint concerns that they may be hesitant to talk about outright. Furthermore, I try to anticipate issues that may arise and deal with them proactively, thus ensuring a lighter load on the customer support team and helping the company run smoothly. minna no nihongo n4 answer key.pdf By putting myself in my customers' shoes and by listening closely, I can comprehend what is really bothering them and provide alternative solutions. A large percentage of clients have gone on to become repeat customers after their interactions with me, demonstrating that I made them feel that we can meet their needs, one of the cornerstones of good customer relationships. When encountering hostile or difficult customers, I've used strategies and de-escalation tactics that I developed to deal with them without resorting to accusations or putting the blame on them. westinghouse_outdoor_timer_instructions_6_outlet.pdf Furthermore, when providing feedback, either through support ratings or feedback forms, a large percentage of customers have expressed satisfaction with the support experience I have provided them. At the same time, I am aware of my limitations, and I refer cases to my teammates or manager when I feel I am unable to provide adequate support or offer satisfactory solutions." Also Read: What Is WFH? – A Guide Set Goals for the Future and Explain How You'll Reach Them Pictrider/Shutterstock.com A good way to show you'll continue to be a valuable asset to the team is by setting goals for yourself in your assessment. Explain how you plan on reaching those goals. Example #9: "Over the past half year, I've created social media profiles on Facebook, Twitter, and Instagram from scratch, managing to attract over 10,000 targeted followers across all platforms. Going forward, I plan to increase social media engagement by 20% over the next six months compared to the last six months. To do that, I'll focus on publishing interesting content with eye-catching graphics. Using advanced research tools, I'll use targeted hashtags to get more exposure while engaging with others and collaborating with influencers and micro-influencers." Example #10: "While sales have been great, I plan on increasing sales by at least 100% over the next quarter without increasing our ad spend. To do that, I will create an affiliate program and offer exclusive bonuses to first-time affiliates who bring in a certain number of sales, allowing our affiliates to do the work for us at no added cost." Ask for Feedback Photo by Helena Lopes from Pexels To show that you are willing to change and adapt, ask for feedback at the end of your assessment. tabs guitar fingerstyle Example #11: "Despite all these accomplishments, I recognize that there is always room for improvement, which is why I'm asking for feedback and constructive criticism on how I can do better. I'd appreciate any advice you have about which areas I need to focus on going forward. If there's something I overlooked, please let me know, so I can correct it." Show You Are a Problem Solver Hadayeva Sviatlana/Shutterstock.com Being a problem solver and being quick on your feet to come up with solutions to new challenges are traits that managers like. Talk about that in your self-assessment. Also Read: Goal vs Objective Example #12: "I am a fast thinker and come up with creative solutions to challenges in real time. I don't rely on others to solve my problems for me, instead preferring to use my creativity to smooth over difficulties and overcome obstacles. I try to anticipate potential challenges in advance, often creating a Plan B and even a Plan C in case my original plan doesn't work out. That way, I can stay productive and avoid wasting time or burdening others due to delays in turnaround times." Don't Be Afraid to Talk About Your Weaknesses Your manager likely wants to see if you can recognize your own weaknesses and failures. Don't be afraid to be honest and mention them. Example #13: "Sometimes, I let issues in my personal life distract me from my work. Relationship problems, for example, sometimes affect my mental state and prevent me from maintaining a clear and focused mind at work. In the future, I will practice meditation and work on separating personal and work life, so I can give 100% of myself at work. I might block notifications from messaging apps or turn off my personal phone altogether while at work to avoid letting distractions prevent me from doing my job." Example #14: "I sometimes struggle with a lack of organization and self-discipline. This interferes with my ability to meet deadlines and keep up with the fast pace of our workplace. In the future, I will focus on becoming more organized and disciplined, starting with my personal life. I recognize the importance of being dedicated and organized in general, and how being so in my personal life will influence my professional performance." Photo by cottonbro from Pexels Example #15: "Sometimes, I lack the motivation to continue putting in my best work. However, I plan to combat that by keeping track of my long-term goals and setting short-term goals, using apps and sticky notes, to help me stay on track. Furthermore, I plan on listening to audiobooks and self-help podcasts to help me increase my productivity, keep myself motivated, and ensure I don't lose sight of what I'm trying to do in the world and for this company." Hacks for Writing the Perfect Self-Assessment Performance Review It's normal to be nervous when writing a self-assessment review.

A lot of employees don't know where to start or what to talk about. Here are some hacks to help you out. Don't Sweat It Don't sweat it too much or get anxious about what your manager will think of you.

QUARTERLY PERFORMANCE REVIEW			
EMPLOYEE INFORMATION:			
Employee Name: Felicia Nyongo		Department: Marketing	
Review Period:		Date of Review: July 10, 2021	
82%	74%	71%	92%
Overall Performance	Goals Achieved	Improvement	Core Values
<ul style="list-style-type: none">Felicia possesses a disciplined, reliable work ethic. She is always available to her team members.Felicia helps team members on projects she is not involved in. She provides support, key insights, ideas and direction when possible.Felicia makes a strong effort to educate herself and enrich her own critical thinking skills.She is well-organized, efficient with her time and mindful of deadlines.	<ul style="list-style-type: none">Of the Q2 traffic and acquisition targets, Felicia achieved 74% of the goals.The goals are always set very high, and 74% is still significant in terms of growth for the company.Felicia will need to create and execute a plan for getting more press mentions for the brand, and brokering content partnerships as she moves into Q3.	<ul style="list-style-type: none">Of the areas identified in previous performance reviews, Felicia has demonstrated significant growth as an employee.While she still has some areas to cover, her growth has demonstrated her dedication to the role, and ability to problem-solve proactively.She will need to determine ways to scale certain experiments and hacks that show growth potential.	<ul style="list-style-type: none">Felicia's work ethic is a strong reflection of the company's core values.She demonstrates job site ownership, ability to learn, win as a team, and active reflection exceedingly well.She has also made significant effort to learn, study her industry and make highly-informed decisions.
EMPLOYEE COMMENTS:		REVIEWER COMMENTS:	
Employee Signature:		Reviewer Signature:	

Your self-assessment is rarely the deciding factor for managers when deciding whether to give you a bonus, promote you, fire you, etc. subcellular organelles and their functions pdf Be True to Yourself Photo – RF_...studio/Pexels In the same vein, don't try to impress your manager too hard. You don't want to come across as someone who lacks self-confidence. Write a true and honest assessment – put your true thoughts into writing. Use Hard Data to Back Up Your Accomplishments Photo by Karolina Grabowska from Pexels Whenever possible, use hard data and statistics to prove your accomplishments. Don't just say you have made customers happier, for example. Instead, use feedback ratings and customer retention rates to back up your claims. Make a list of your accomplishments and identify the most important ones. They might be what sets you apart from other team members, or they might be accomplishments that were hard to achieve or which are bringing long-lasting results to the business. jagged alliance 2 gold manual Check Out: Best Elevator Pitch Examples Be Honest and Recognize Flaws Many employees think that recognizing their weaknesses and drawbacks in their self-assessment reviews is the wrong course of action. After all, their thinking goes, why draw attention to weaknesses that their managers may have actually overlooked? Shouldn't that hurt their chances of success at the company rather than help them? The truth, though, is that your manager likely already recognizes your flaws. Nobody is perfect, and nobody is expecting you to be. What your manager likely does want to see is whether you can own up to your mistakes and errors. Someone who is able to do some soul-searching and work on themselves is also open to feedback. On the other hand, someone who thinks they are perfect will set off red flags. It's a sign that they are not open to constructive criticism and won't do the necessary work to get better at their jobs. keyzobhikgixwopafopa.pdf Of course, you don't want your entire self-assessment to focus on your flaws. You should be playing up your strengths first before moving on to your weaknesses. At the same time, not mentioning them at all can do more harm than good. Proofread Your Work Before submitting your self-assessment, proofread it to make sure there are no grammar and spelling mistakes. These mistakes can show a lack of attention to detail or indicate laziness. Ask for Feedback Your coworkers have likely been asked to write self-assessment reviews as well. Why not ask them for help? Two minds are better than one. If you are new at the company, you can ask teammates who have been around longer than you what your manager wants to see in the yearly self-assessment reviews. Alternatively, ask a trusted co-worker to read your self-assessment and give you feedback. They may even notice some strengths of yours that you failed to mention or accomplishments you left out. Understand What Your Manager Wants Why is your manager asking you for a self-assessment review? Before you start, ask for clarity if you haven't been given clear guidelines. For example, does your manager want a long essay or a short recap? Should you be discussing your performance for the entire year or a specific project? Set SMART Goals In your review, show you are ambitious. Create goals for yourself that meet the SMART criteria: Specific Measurable Achievable Relevant Time-bound Setting abstract goals that are hard to measure or which you won't be able to achieve, for example, won't do much to show your employer how serious you are. Wrapping It Up Don't copy and paste any of these self-assessment examples. Instead, review them and use them for inspiration to create your own self-assessment. Be concise in your assessment. Avoid writing too much fluff or talking about yourself too much; instead, focus on the things you have done and the results you are bringing to the company. Benjamin Levin is a digital marketing professional with 4+ years of experience with inbound and outbound marketing. He helps small businesses reach their content creation, social media marketing, email marketing, and paid advertising goals. His hobbies include reading and traveling. Given a choice between cleaning the office microwave and writing a self evaluation, most people would probably grab the all-purpose cleaner and a roll of paper towels.Self evaluations are performance assessments that bring you and your manager together to rate your performance over a given time span (quarterly, semi-annually, annually) either using a scale (one to 10 or one to five) or by answering open-ended questions. You complete the evaluation and so does your manager. During the performance review, the two of you compare notes to arrive at a final evaluation.Writing about yourself, especially if those words are going to be part of your permanent work record, can be daunting. But it doesn't have to be. In fact, self evaluations give you a voice in your performance review, and they're opportunities to outline your career goals and get help in reaching them.Self evaluations are performance assessments that both employees and managers complete. Self evaluations can be done quarterly, semi-annually or annually, and range from open-ended questions discussed to ratings given on a numeric scale.Workplace employee self evaluations can be traced back to management theorist Douglas McGregor, author of the groundbreaking 1960 book The Human Side of Enterprise. McGregor believed that employees enjoy work, are intrinsically motivated to work and have the self-direction and ambition to do so.In a 1957 Harvard Business Review article, McGregor presented self evaluations as a way to give employees and managers a way to work together to judge workplace performance, rather than handing a manager total control. "Managers are uncomfortable when they are put in the position of 'playing God,'" he wrote.Today, the goal of self evaluations is twofold, according to Leslie Mizerak, an executive coach at edtech company NimblyWise.

- Shipped product Thanos ahead of schedule. Thanos is expected to generate \$3M in annual revenue.
- A few notable pull requests I made include [T84293](#), [T23292](#) and [T6308](#)
- Improved our coding quality: both by formalizing coding guidelines, partially automating them through linting and by pairing with people more often.
- Improved and diversified our client base through the team ([Zoo](#), [GEO](#), [Paystack](#) [RFC](#) and [MoneyUp](#) [RFC](#)).
- Mentioned Alaa throughout the period, and I'm seeing good growth from that.
- I did not do a public talk, deciding to focus on Thanos instead, given it's business impact. However, it has helped Alaa prepare for the university presentation.

- **Payback is a strategic project, and the #1 priority for the Payback team for this period.**
 - Sent weekly update emails on to Payback stakeholders, jumping in for a few weeks, while the project lead was unexpectedly out (an example email)
- Drove the postmortem and improvements after the cache system outage. These changes should help us detect similar incidents in 5 minutes over 2 hours: resulting in impact reduction of up to \$20,000 per incident (the business impact of this incident was \$22,000 in losses).
- Coordinated Sam to the team.
- Drove the architecture improvements to the Gamma system; this work is in our backlog for the next period. This work should accelerate the retirement of 50% of the current Gamma infrastructure.
- Pushed 136 pull requests and did 180 code reviews in this period.
- Did 19 interviews (10 phone screens, 9 architecture ones)

“perfect” score would be 344, while an employee who needs some TLC would rate 100. At the performance evaluation meeting, managers and employees compare their ratings, and employees ask for feedback on how they can improve. Susan Young, human resources manager at Smartly, says Young likes the approach, developed by management consultant Ken Brannen, which is based on the idea of “collectivistic” cultures, which emphasize individuals over community, will rate themselves higher than people from collectivistic cultures, which place a premium on the group rather than the individual. Jackson said Hybrid Self Evaluations/Hybrid self evaluations, such as the ones from the Society for Human Resource Management, include a rating scale where

As a leader, I have exceeded, projects finished ahead of schedule, fruitful mentoring relationships, processes streamlined – whatever you've done, share it, and don't be shy about it, said Alexandra Phillips, a leadership and management coach. Women, especially, tend not to share achievements and accomplishments as loudly or often as they should, Phillips said. "I encourage you to share your accomplishments with your manager, your colleagues, and your team," she said. "It's important to share your past review, mention it – and be sure to discuss what you've learned from it. Chances are good your manager knows you made a mistake, and bringing it up gives you the opportunity to provide more context to the situation. "It's the perfect time to do so," Culture Amp's Jackson said. Acknowledge Where You Can Improve When you're meeting with your manager, listen to what they say, both positive and negative. And be prepared for your manager to point out a few areas for improvement. This tension point is where career growth happens. "If you want something," whether it's a promotion or move to another department, "you need to know how to get there," said Phillips. Just as someone finds it hard to brag, some find it hard to acknowledge their weaknesses. Knowing your weaknesses, "you can make some personal choices as to how to potentially bolster those spaces." Get a Second Opinion Share a draft with a person you trust, whether it's your partner or a colleague, advised Jackson. [71326904725.pdf](#) It's a good way to have someone else weigh in, especially if you have difficulty bragging about yourself, she said. Plus, an extra set of eyes can help spot typos and grammatical errors. Self Evaluation Examples and Templates AnswersStill not sure what to do when you put pen to paper? Here are six open-ended questions from a sample self evaluation from the Society for Human Resource Management. The questions are open-ended, meaning you can answer them in as much detail as you want. The questions are: How did you contribute to the success of your team in finishing [project A]? I was instrumental in finding solutions to several project challenges, among them [X, Y and Z]. When Tom left the company unexpectedly, I was able to cover his basic tasks until a replacement was hired, thus keeping our team on track to meet KPIs. I feel the above accomplishments demonstrate that I have taken more of a leadership role in our department, a move that we discussed during my last performance review. How to answer with ways to improve: Although I didn't meet all of my goals in the last year, I am working on improving this by changing my workflow and holding myself accountable. I am currently working to meet my goals by doing [X, Y and Z]. How to explain to have [project A] completed by [steps here]. I believe that I will be able to correct my performance through these actionable steps. Since the last appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify. How to answer with positive results: Yes, I have. I have successfully completed [project B] over the month of [month], trimming [number] hours from the project and establishing clear roles and expectations for each member. Again, I feel these align with my goal to become more of a leader. How to answer with ways to improve: Since the last review period, I focused my efforts on improving my communication with my team, meeting my goals consistently and fostering relationships with leaders in other departments. Over the next six months, I plan on breaking out of my comfort zone by accomplishing [X, Y and Z]. What activities have you initiated, or actively participated in, to encourage camaraderie and teamwork within your group and/or office?

[illegible]

What was the result? How to answer with positive results: I launched the "No More Panich Mondays" program to help on-site and remote colleagues make Mondays more productive. The initiative includes segmenting the day into 25-minute parts to answer emails, get caught up on direct messages, sketch out ideas for [A] and otherwise plan the week ahead.

NMMP also includes a 15-minute "Weekend Update" around lunch time, during which staff shares weekend activities. Attendance was slow at first but has picked up to nearly 90 percent participation. The result overall for the initiative is more of the team signs on to direct messages earlier in the day, on average 9:15 a.m. instead of the previous 10 a.m. or later. More enthusiastically, the team uses more time to conduct a survey later this month to get team input on how we can change up the initiative. How to answer with ways to improve: Although I haven't had the chance to lead any new initiatives since I got hired, I recently had an idea for [A] and wanted to run it by you. Do you think this would be beneficial to our team? I would love to take charge of this program. Describe your professional development activities since last year, such as offsite seminars/classes (specify if self-directed or required by your supervisor), onsite training, peer training, management coaching or mentoring, on-the-job experience, etc. How to answer with ways to improve: I completed a class on SEO best practices and shared what I learned from the seminar during a lunch-and-learn with my teammates. [libro geografía del mundo editorial kapelusz.pdf](#) I took on a pro-bono website development project for a local nonprofit, which gave me a new look at website challenges for different types of organizations. I also, as mentioned above, started two new mentoring relationships. How to answer with ways to improve: This is something I have been thinking about but would like a little guidance with. I would love to hear what others have done in the past to help me find my footing. I am eager to learn more about [A] and [B] and would like to hear your thoughts on which courses or seminars you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this. I feel I could do better at moving projects off my desk and on to the team person without overthinking their work or wanting details that they don't mine sweat. In this regard, I could trust my teammates more. I plan to enlist your help with this task for a weekly 15-minute one-on-one meeting to do so. I feel my career goals need to be coming year ahead and I would like to plan to complete them. How to answer with ways to improve: I am looking for the committee to update the standards and practice handbook. More on Career Development/How to Find the Right Mentor and How to Be One/How Should Managers Approach Self Evaluations? It's clear here that self evaluations, as a type of performance review, are more employee- than manager-driven. That said, managers are a key ingredient in this process, and the way managers handle self evaluations determines much about how useful they are and how well employees respond to them. To make sure they're as effective as possible, consider these suggestions from Elisabeth Duncan, vice president of human resources and Adam Kanouse, chief technology officer at Evive, a provider of IT systems and platforms for HR teams. [Train Managers on How to Use Evaluations](#) "If you don't, there's no point in doing them, because the manager is going to be the one driving the conversations," Duncan said. "Without training, the (evaluations) will be a checkbox and not meaningful." [Don't Use Ratings Formally](#) The results of self evaluations that employ a scale (say, one to five) can vary wildly, as one manager's three is another manager's five. [anorectal malformation classification.pdf](#) Use the scale to identify and address discrepancies between the manager's and employee's answers, not to decide on raises or promotions across the company. Hold Self Evaluations Often They work best as career-development tools if they're held semi-annually, quarterly or even more often. "It's about an ongoing, iterative conversation that can differ from one person to the next," says Duncan. "It's not a one-time thing. It's a conversation that can differ from one person to the next." "These are tools to trigger a conversation," Duncan said. "Overall, think of self evaluations as a way to engage with your manager and your work in a way that furthers your career. Embrace the self evaluation, get good at writing them, and in no time at all, you'll find they're more productive — and definitely more fun — than scrubbing the office microwave."