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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 you 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 Mita Creative/Shutterstock.com On the one hand, you don't want to come off as egotistical or arrogant. Most people don't like people who are full of themselves. On the other hand, it's helpful to remember that self-evaluations are positive and informative. Draw attention to the highlights of your work while working on your project about what you've learned and the tools you've used to point to your accomplishments without coming across as arrogant or 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 12% throughout most of the year, using targeted outreach methods like PPC ads to reach a broader audience. blockman.go.betacnc 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 Pixels 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

- Though many people find change difficult to handle, I understand how to handle it with ease. We have a fast-paced environment and I understand how to navigate the changes and provide high-quality work, despite not knowing what may be coming in the future. 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 adapted to the changes when necessary. I have 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 solutions to them.
- 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

- 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 changes in the workplace and have been able to handle changes in the workplace in times of stress.
- I have satisfactory standards of adaptability, and have proven that I can adjust to handle 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 make changes during times of stress, and have been able to handle changes that arise during an emergency. Sometimes I know I need to adapt to some tasks that are not part of my job. I could improve by adapting to the addition of new responsibilities.

##### Needs Improvement

- 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 continue to work on my time management skills.
- 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, and I need to work on this area to be more effective.
- 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 Pormez/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. [zesnilaxoil.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 coworkers 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 Faulteroy from Pixels All employers value dedicated workers with strong work ethics. If you've gone above and beyond in your job, working at times when you were not required and 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 to 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 learn more skills to learn. I have purchased courses from Udemy and signed up for coding activities 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, and websites for my clients." Photo by Cedric Faulteroy from Pixels Example #7: "I continue to learn the latest best SEO practices, which is why I'm always up to date with the latest search engine 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." Stress Your Quality Customer Service Photo by Yan Kravkov from Pixels Keeping customers happy is the foundation of any successful business, small or large. 63692878638.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 Pictider/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. 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 10% 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 Helene Lopes from Pixels To show that you are a self-starter, explain how you've been taking initiative to learn new skills and expand your knowledge. 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 new challenges are traits that employers 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 Pixels 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. 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"><li>Felicia possesses a disciplined, reliable work ethic. She is always available to her team members</li><li>Felicia helps team members on projects she is not involved in. She provides support, key insights, and direction when possible</li><li>Felicia makes a strong effort to educate herself and enrich her own critical thinking skills</li><li>She is well-organized, efficient with her time and mindful of deadlines</li></ul>	<ul style="list-style-type: none"><li>Of the Q2 traffic and acquisition targets, Felicia achieved 74% of the goals</li><li>The goals are always set very high, and 74% is still significant in terms of growth for the company</li><li>Felicia will need to create and execute a plan for generating more press mentions, media brand, and brokering content partnerships as she moves into Q3</li></ul>	<ul style="list-style-type: none"><li>Of the areas identified in previous performance reviews, Felicia has demonstrated significant growth as an employee.</li><li>While she still has some areas to cover, her growth has demonstrated relevance to the role, and ability to problem-solve</li><li>She will need to determine ways to scale certain experiments and hacks that show growth potential</li></ul>	<ul style="list-style-type: none"><li>Felicia's work ethic is a strong reflection of the company's core values</li><li>She demonstrates job responsibility, ability to learn, and active reflection exceedingly well</li><li>She has also made significant effort to learn, study her industry and make highly-informed decisions</li></ul>

### 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 Pixels 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. [kevizobikuiqxwopafopa.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 desire 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 NimbleWise.

My accomplishments  
I have hit all major goals set, but one:  
• Shipped project Thermo on time and on budget. Thermo is expected to generate \$3M in annual revenue.  
• A major component of the project made it into the Zeebox, T2200 and T2300.  
• Improved our coding quality, both by formulating coding guidelines, partially automating them through tests and by having a peer review of the code.  
• I've completed 3 RFCs outside the team (Zoo RFC, Payback RFC and MoneyUp RFC)  
• Monitored Alex throughout the period, and I'm seeing good growth from him.  
• I've helped Alex prepare for the university presentation.  
Additional achievements:  
• Payback is a strategic project, working with 3 other engineers on another team.  
• Jill has been working on the Payback project, and the #1 priority for the Payback team for this period.  
• Sent weekly update emails to the Payback stakeholders, jumping in for a few weeks, while the postmortem and improvements after the cache system outage. These changes should help prevent a similar issue in the future. The cost of the cache system outage was an estimated loss of up to \$20,000 per incident (the business impact of this incident was \$22,000 in losses).  
• Developed a new feature for the Payback system.  
• Proposed architecture improvements to the Gamma system. This work is in our backlog for the next period.  
• Payback is a strategic project and did not have a budget in the period.  
• Did 19 interviews (10 phone screens, 9 architecture ones)

They give managers an understanding of where their employees think they are in relation to their goals, and they give employees a voice that is heard and documented. Below, we'll examine self evaluation examples, types of self assessments, why companies use self evaluations and how both employees and managers can complete them successfully. More on Self Evaluations Self-Evaluations Make Stronger Leaders. Here's How to Write One. Benefits of Self Evaluations Academic literature indicates that employees are more satisfied with evaluations that involve two-way communication and encourage a conversation between manager and employee, according to Thomas Begley, professor of management at Rensselaer Polytechnic Institute. The thing is, employees have to trust that the process is fair, Begley added. If they believe it is, and they're treated fairly and respectfully during the process, employees react positively to self evaluations. "If unfair, they lose trust in the manager and process, become disgruntled and are more likely to leave the organization," Begley said. Self evaluations might seem as a way to shift the burden of the review to the employee from the manager, but in reality, they benefit both. "Self evaluations enable employees to see their work in its entirety," Jill Bowman, director of people at fintech company Octane, said. "They ensure that employees reflect on their high points throughout the entire year and to assess their progress towards achieving predetermined objectives and goals." Some companies see tangible results from self evaluations. For example, Smarty, an address-verification company, enjoys low staff turnover, said Rob Green, chief revenue officer. The self-evaluation method, coupled with a strong focus on a communication-based corporate culture, has resulted in a 97 percent retention rate, Green said. Since self evaluations are inherently reflective, they allow employees to identify and examine their strengths and weaknesses. When identifying strengths, employees will be able to use specific metrics and examples from their work to demonstrate their value. This helps employees both know their worth to an organization and what they still have left to learn. For Bowman, employee self assessments also help managers more accurately remember each employee's accomplishments. "As many managers often have numerous direct reports, it provides a useful summary of the achievements of each member," Bowman said. "Self-evaluations also help account for performance across the full year as opposed to just the most recent tasks and accomplishments that are likely still top of mind." It may seem obvious, but self assessments also help prepare both employees and managers for performance reviews. Completing a self evaluation can help guide the conversation in a structured, but meaningful, way. It also helps both parties get an idea of what needs to be discussed during a performance review, so neither feels caught off guard by the conversation. Types of Self Evaluations Self evaluations come in several varieties. One involves open-ended questions or statements asking employees to list accomplishments, setbacks and goals. Another gives a list of statements where employees are asked to rate themselves on a scale of one to five or one to ten (generally the higher the number, the more favorable the rating). Hybrid evaluations combine the two. Each approach has its own set of pros and cons to consider. Open-ended Question Self Evaluation Open-ended questions can vary from company to company and can serve different purposes, depending on the angle of the question. [sidedel.pdf](#) The goal of open-ended questions is generally the same: to get employees thinking deeply about their work, how they've accomplished their goals and where they need to improve. Open-ended questions allow employees a true voice in the process, whereas "self ratings" can sometimes be unfair, Fresia Jackson, lead research people scientist at Culture Amp, said. With open-ended questions, employees tend to be more forgiving with themselves, which can be both good and bad. Whatever result open ended questions bring about, they typically offer more fodder for discussion between employees and managers. Rating Self Evaluation Rating Self evaluation systems vary widely too. For instance, Smarty uses a tool called 3A+. Unlike most self evaluations, this one calls for employees and managers to sit down and complete the evaluation together, at the same time. Employees rate themselves from 3, 2 or 1 (three being the best) on their capability in their role; A, B or C on their helpfulness to others, and plus or minus on their "diligence and focus" in their role. Managers rate the employees using the same scale.

A "perfect" score would be 3A+, while an employee who needs some TLC would rate 2B-. 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 Smarty, said. Young likes the approach, developed by management company Arbinger, because the second part of the evaluation acknowledges that employees don't work in a silo, and that their actions affect others. "It's a win-win," Young said. But rating systems can have their challenges that are often rooted in bias. For example, women are more likely to rate themselves lower than men. People from individualistic cultures, which emphasize individuals over community, will rate themselves higher than people from collectivist 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 employees score themselves one through five on skills including project management, collaboration and teamwork and communication. Here's an example of some questions that might be asked in a hybrid self evaluation: List your most significant accomplishments or contributions since last year. How do these achievements align with the goals and objectives outlined in your last review? 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. What activities have you initiated, or actively participated in, to encourage camaraderie and teamwork within your group and/or office? [moxarilenevaparipu.pdf](#) What was the result? Describe your professional development activities since last year, such as offsite seminars, onsite training, peer training, management coaching or mentoring, on-the-job experience, exposure to challenging projects, etc. Describe areas you feel require improvement in terms of your professional qualities. List the steps you plan to take and/or the resources you need to accomplish this. Identify two career goals for the coming year and indicate how you plan to accomplish them. Self-Evaluation Questions for Performance Reviews If you've never done a self evaluation, or if you just need a refresher before your next performance review, looking over some examples of self evaluation questions — like the ones below — can be a helpful starting point. They provide a sense of what to expect from your next self evaluation, and they may even help you craft your answers (or help you write your next round of questions, if you're a manager). Self Evaluation Questions for Performance Reviews These are some questions commonly found in a semi-annual or annual performance review: What are you most proud of? What would you do differently? How have you carried out the company's mission statement? Where would you like to be a year from now? List your skills and positive attributes. List your accomplishments, especially those that impacted others or moved you toward goals. I think about your mistakes and what you've learned from them. What are your opportunities to grow through advancement and/or learning? How do the above tie to your professional goals? Self Evaluation Questions for Career Planning and Growth Questions on this type of evaluation tend to focus on an employee's goals for their job and career: What are you interested in working on? What are you working on now? What do you want to learn more about? How can I as your manager better support you? What can the company do to support your journey? How can I do better support the team and the company? Self Evaluation Questions for Performance and Career Goals This type of self evaluation puts a premium on career goals and how well employees meet them. How did you perform in relation to your goals? What level of positive impact did your performance have on the team? Did your performance have a positive impact on the business? What was your level of collaboration with your manager? What type of value did you most struggle to bring to life? What corporate value did you most struggle to bring to life? What was your development area? Summarize your career development achievements during this year. How would you rate your overall performance? More on Career Development How to Set Professional Goals for Your Self Evaluation The ability to write a self evaluation is a critical skill, said Richard Hodges, CEO and founder of Growth River, a leadership and management consulting company. "Self evaluations give a platform for influence, learning and growth in many cases, confirming the nature of the relationship with your manager," Hawkes said. "And all results in business happen in the context of relationships. 'Keep track of your hits and misses throughout the review period. Take a time writing the evaluation. Have a mentor, trusted colleague or friend read over your draft. Acknowledge mistakes and how you learned from them. Be clear about your career goals. Use the evaluation as a starting point for a conversation with your manager. In Hawkes' estimation, the ability to write a comprehensive self evaluation becomes a career tool and a life tool. Below are some tips from Hawkes and others on how to complete a self evaluation. Track Your Work Daily or weekly tracking of your work can help you keep track of your progress and also prevent last-minute "what on earth did I do the last six months?" panic at performance evaluation time, said Peter Griscom, CEO at New York-based Tradefluence, which makes a stock-picking app. [pagefauemovizkiseusam.pdf](#) "Strip down the questions to two or three, and just ask yourself: 'How well did I communicate today? How well did I solve problems today? What have I achieved today?'" Griscom said. "Get in the habit of writing those things out and keeping track and over time, that will help you get very comfortable with self evaluations and understand the purpose behind them," he said, adding that he's done just that over his career in tech. Take Your Time It's not something you can do in 15 minutes," Hawkes said. "Slow down, take time and let your objectives stew a little bit." Write a first draft as soon as possible after getting the email or message from your manager. Let it sit for a few days and then return to it to polish and revise. Be Honest Griscom remembers his first self evaluation, asked of him when he was head of product at a consumer-goods company. He remembers wondering whether he had to be overly brutal on himself, deciding how to best answer the questions, and trying to figure out how the answers would affect his career. "I think I over-thought it the first time," he said. Rather than plague himself with questions, he asked his manager, the CFO of the company, for guidance. "He said, 'just give me your honest answers; there is no right or wrong,'" Griscom recalled. So Griscom answered the questions as accurately as he could. "What came out of it was really valuable, because it gave me a chance to reflect on my own achievements and think about where I can improve," he said. "It forced me to do the thinking instead of just accepting feedback." 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