Preparing for Your Performance Appraisal

Being well prepared for your performance appraisal will help you and your supervisor accurately reflect on your performance over the past year and set goals for the next year.

Writing Your Self-Evaluation

What is a Self-evaluation?
A self-evaluation is an employee’s narrative description of accomplishments related to their job objectives.

Purpose
The purpose of an employee self-evaluation is to assist employees and supervisors in preparing for performance evaluations. Being asked to complete a self-evaluation invites you to be part of a discussion about your performance over the past year. Your self-evaluation can help you to reflect on your performance in the past year and to document your accomplishments and their impact on your unit. It is also an opportunity to communicate with your supervisor about your understanding of your job duties and responsibilities, performance standards and expectations, and your accomplishments.

Preparation
- As you prepare to write your self-evaluation, begin by reviewing documentation about your work such as your job description, work objectives, and department goals and mission.
- Reflect on the purpose of your job and how it contributes to the mission of your organizational unit and the University strategic goals.

Writing Your Self-evaluation
- Identify your work priorities over the past year.
- For each priority, describe your work and accomplishments. Questions to address include:
  - What exactly was the work or task?
  - How is success measured? Possibilities include: impact, quantity, quality, accuracy, timeliness, budget, client satisfaction and a combination of these or other measures.
  - What was the impact of your work on your unit and the organization?
  - What obstacles did you have to overcome?
- Review your job description and work documents again to be sure you have addressed all of the items and priorities.

Tips
- Be specific. Don’t say, “Supported the Tompkins project.” Instead, indicate what you did specifically and how it supported the overall goals for your unit and the Strategic Goals of the University.
- Be objective and stay focused on results.
• **While it is important to be thorough, a self-evaluation doesn’t have to be long to be effective.** No more than 5 pages is REQUIRED.

Sample Accomplishments and Impact Statement
When reflecting on your accomplishments, describe the task, how you were successful, and the impact of this work.

**Description:** Designed and led training of divisional staff on efficiently and accurately preparing reports.

**Impact:** Staff members were able to apply what they learned leading to more rapid and accurate reports for clients in direct support of our unit goal to improve customer service.

**Description:** Successfully hired, coached and mentored two employees who have recently passed probation.

**Impact:** Employees are fully integrated into the organization and making contributions to achieving team goals.

**Description:** Successfully led annual budget review for division management.

**Impact:** Division managers were able to make significant financial decisions based on thorough analysis and to achieve cost savings based on recommendations.

**Description:** Prepared and distributed four effective presentations for PIs and assistants on grant and award management.

**Impact:** Improved relations with campus personnel and gave accurate procedural information to PIs thus reducing duplicative requests and errors in submissions.

**Description:** After discussing best practices with the team, I simplified and redesigned the process for updating records and implemented this change.

**Impact:** By reducing the time required to update records, our team accomplished this task in half the time that was required last year.
Action Verbs
Use these verbs to help describe your work.

administered  
secured  
advised  
analyzed  
approved  
arranged  
built  
strengthened  
conceived  
conducted  
consolidated  
contracted  
controlled  
coordinated  
counseled  
created  
designed  
developed  
devised  
directed  
trained  
distributed  
edited  
eliminated  
engineered  
enhanced  
utilized  
examined  
executed  
expanded  
facilitated  
formulated  
generated  
governed  
grouped  
guided  
increased  
implemented  
improved  
upgraded  
indexed  
influenced  
initiated  
innovated  
installed  
solved  
invented  
investigated  
laid  
launched  
made  
managed  
maintained  
made  
moderated  
monitored  
motivated  
negotiated  
organized  
originated  
wrote  
performed  
planned  
prepared  
presented  
presided  
streamlined  
recommended  
recruited  
systematized  
rectified  
redesigned  
reduced  
reorganized  
reshaped  
restructured  
revised  
scheduled