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:
    o What exactly was the work or task?
    o How is success measured? Possibilities include: impact, quantity, quality, accuracy, timeliness, budget, client satisfaction and a combination of these or other measures.
    o What was the impact of your work on your unit and the organization?
    o 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	directed	improved	originated
secured	trained	upgraded	wrote
advised	distributed	indexed	performed
analyzed	edited	influenced	planned
approved	eliminated	initiated	prepared
arranged	engineered	innovated	presented
built	enhanced	installed	presided
strengthened	utilized	solved	streamlined
conceived	examined	invented	recommended
conducted	executed	investigated	recruited
consolidated	expanded	launched	systematized
contracted	facilitated	made	rectified
controlled	formulated	managed	redesigned
coordinated	generated	maintained	reduced
counseled	governed	moderated	reorganized
created	grouped	monitored	reshaped
designed	guided	motivated	restructured
developed	increased	negotiated	revised
devised	implemented	organized	scheduled