



Tips for writing your Self-Evaluation A Guide for Employees

Purpose

Completing a self-evaluation allows you to contribute to the performance discussion. It encourages you to look objectively at your performance over the past year. It also allows you to help identify gaps in resources and development needs, document the accomplishment of your annual goals, and relate your job functions to the USG Core Values and KSU Institutional Values. Ultimately, it is meant to facilitate the two-way communication that should occur during the performance evaluation process.

Preparation

- As you prepare to write your self-assessment, begin by reviewing documentation about your work such as your job description, performance expectations and annual goals.
- If you keep a performance log to track major accomplishments and work throughout the year, review your log to help you reconstruct your performance over the past year. If not, take time to review your calendar and other records of your work.
- Reflect on the purpose of your job and how it contributes to the mission of your department, division, and the University.

Writing Your Employee Self-Evaluation

- Identify your work priorities over the past year based on your goals and objectives, discussions with your supervisor, or tasks.
- For each priority, describe your work and accomplishments. Questions to address include:
 - ✓ What exactly was the work or task?
 - ✓ How was success measured? Possibilities include impact, quantity, quality, accuracy, timeliness, budget, customer satisfaction and a combination of these or other measures.
 - ✓ What was the impact of your work on your department and the University?
 - ✓ What obstacles did you have to overcome?
- Be specific. Don't say, "I Supported the student records project." Instead, indicate what you did specifically and how it supported the overall goals.
- Be objective and stay focused on results, stating facts with supporting details.
- While it is important to be thorough, a self-evaluation doesn't have to be long to be effective.

Ratings

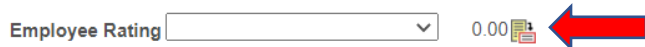
While identifying your accomplishments from the year, be realistic when selecting your rating. Being a Successful (3) performer is where most people will fall. This means that you are a solid performer and you have met every goal set. There may be instances where you have performed at Superior (4) or Exemplary (5) level but be sure to be specific in your comments as to what you did to support this rating. Below are the definitions to each of the Five-Point Rating Scales for further guidance.

Five Point Rating Scale	
Not Successful	Performance in this area is inconsistent and does not meet milestone. Immediate and substantial improvement is needed to address this area
Partially Successful/Emerging	Performance falls short of the minimum criteria and standards of milestones
Successful	Good solid performance that meets all milestones. This rating conveys solid, effective performance
Superior	Good, solid performance that fully meets milestones and on occasion exceeds milestones
*Exemplary	Outstanding performance that consistently exceeds milestones

** Reserved for only our highest performers and is subject to final approval by executive leadership.*

Be sure to use the [Performance Factors](#) document while you are selecting your ratings. The Behavioral Indicators will help you identify where you fall in the scale so you can be sure you are being realistic and objective with your selection.

System Tip: The system has the same rubric below in the system for easier access. Once you expand the Performance Factor, click on the rating description:



The Meeting

Once you have completed your self-evaluation and your Manager has completed their evaluation of your performance; a meeting will be scheduled to discuss your overall performance. Make sure to have questions prepared. This meeting should be a two-way conversation between your manager and you about strengths, successes, weaknesses, and skill gaps. Think strategically about how you can contribute to the conversation. It's possible that issues or weaknesses brought up could catch you off-guard, try not to take such information personally and avoid being defensive. Remember that your manager wants to help you succeed, and this is all part of building your success.

Final Tips

- Reference your job description and expectations
- Be honest and objective
- Be Specific - *share the how*
- Give evidence - *back it up*

The OneUSG Self-Evaluation Job Aid can be accessed [here](#).