

Performance evaluations: How do I get started on a self-evaluation?

Question: "I have to write a self-evaluation prior to my annual performance review. Does anyone have a form or template for this or know of a web site that offers one?" — *Emma*

P Caswell April 27, 2010 at 1:02 pm

Get in touch with me and I will give you an example self-evaluation to use. patricia_caswell@qhr.com

Doreen March 23, 2010 at 1:01 pm

I agree with all comments above. A self evaluation is to help open lines of communication between employee and supervisor to lists the projects and the status of each. I additionally provide my suggested goals for next year (create a new procedure or obtain specialized training) and any suggestions I think would improve things (within my immediate department, its work flow, and/or the company in general.) Finally, I list several questions to my supervisor to evaluate me and my work product. How could I improve? What goals do they have for me?

Deb March 22, 2010 at 5:52 pm

Emma: Ask your boss for the list of goals and objectives for your evaluation basis. You can't write about something unless you know what criteria your review basis is.

Lilly March 22, 2010 at 11:44 am

We do self-evals each year also. They are based on the final review form. Our employer gives us the guidelines for the questions that need to be answered. In order to help me with my eval, throughout the year, I keep track of my accomplishments, projects, etc in my planner. This makes it so much easier to complete my eval each year. (My brain is old, there's no way I'd remember everything!

Jasmine March 19, 2010 at 5:28 pm

As an administrative professional you may also want to go an extra step — in addition to the above ideas — and take into account the core competencies in this role as an admin and assess yourself on how you are at each of them noting strengths and areas in which you would like to improve — give specific examples of strengths and areas for improvement. Best of luck with your review.

Samantha March 17, 2010 at 12:57 pm

These are the questions on our self-evaluation form:

1. List your most significant accomplishment or contributions since your last review.
2. Since you last appraisal, have you successfully performed any new tasks or additional duties outside of the scope of your regular responsibilities? If so, please specify.
3. How have you fostered good customer service with patients and co-workers?
4. Describe areas you feel require improvement in terms of your professional capabilities and list the steps you plan to take and/or the resources you need to accomplish this.

Hope this helps!
Samantha

Fellow Admin Assistant March 15, 2010 at 12:37 pm

Your employer should give you the same review form they will use to review you. This way you are both addressing the same questions. Also, when evaluating yourself, don't be shy. Be sure to be positive about yourself - it's hard to rave about yourself but you really need to in a review.

Marcia March 15, 2010 at 9:16 am

We do a yearly performance review but we use a form that asks for performance objectives & completion date. Basically what we do on a daily basis. We also have special categories that we & our supervisor use to help - how we champion change, think strategically, communicate effectively, value diversity, service commitment (lead by example, etc.), develop partnerships, create a learning culture. Hopefully this will help give you some ideas.

Mark March 12, 2010 at 6:36 pm

I agree with previous comments. We also do self-evaluations, but each person is told the categories we want them to review themselves in. It's hard for you to know where to start unless you get guidance from those the review will go to.

Mary March 12, 2010 at 4:24 pm

We have to do a self eval prior to our annual review - i would definitely check with HR and your manager for their official form or format. Usually it consists of questions regarding your performance for the last year and how you would rate yourself; where you see yourself in 5 years - stuff like that! :)

Patty March 12, 2010 at 3:55 pm

We do a self review annually, but not knowing your position or business it may or may not be helpful. A quick web search for "self evaluation examples" led me to this site:

<http://www.evergreen.edu/washcenter/resources/acl/e3.html>
It seems to have a lot of good information. Good luck!

Anon March 12, 2010 at 3:49 pm

Emma,
At our company, we have to write a self-evaluation as well, however, we use the Performance Review form our managers use. I am sure that would be a good place to start.
Best of luck.

Liza March 12, 2010 at 3:48 pm

Ask whoever you report to for a few questions regarding what they will be evaluating you on. Generally then you can answer those questions and provide examples to how you have satisfied what is expected of you.