

1. Do I really need to assess MYSELF?

While it may seem odd to evaluate your own work- a self assessment is critical to the annual performance review process. A self-assessment is an opportunity to share your own thoughts on your performance, actions, and choices.

Have you ever said to yourself- "my boss doesn't even know how much I do on a daily basis!" Well- this is your opportunity to highlight yourself! It can feel impossible to keep up with what everyone around us is doing all day. The self assessment allows you to share your thoughts formally with your supervisor.

3. 4 strategies to help you complete your self-assessment:

- 1 Reflect on these 5 categories: goals, accomplishments, skills, opportunities for growth, and passions and motivators. You will be able to answer every question on the self-assessment using this lens and it will also help you to remain as impartial as possible if you have a structured approach.
- 2 Approach this reflection when you are feeling your best. If you are exhausted, had a particularly bad day, etc. you will likely be less constructive and more inclined to focus on things out of your control.
- 3 Use your written goals from the prior year and your job description in your assessment. Your performance review is focused on what is written in these places. If what you do on a regular basis does not match, then you need to have an additional conversation to address an inaccurate job description. Your performance evaluation reviews your job and goals as they are written.
- 4 Share a mix of your own praise and constructive feedback. We all perform our jobs on a spectrum- there are things we excel at which deserve praise, and there are areas for growth- use those to propose new goals.

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Self Assessment Tips

Reflect Celebrate Improve

2. I don't even know where to start- help?

Assessing your own performance and projects - in a fair and unbiased way- can be challenging. A strong self-assessment starts with some personal awareness. To get started, try viewing [Developing Self-Awareness](#) or [Give Yourself and Honest Performance Review](#)- a less than three minute watch that can help you get started quickly.

Use your CWRU network ID to access this training through LinkedIn Learning.

4. Let us help you!

Annual Performance Review time can be difficult for many to approach. If you need individual assistance with your self-assessment, schedule a one-on-one meeting to discuss these and other strategies to help you get started. Request a session [here](#).

Performance reviews should be a tool to celebrate your strengths, develop strategies for growth and development, and a way to facilitate professional conversations. You don't have to prepare alone!