



Employee Guide: Self Assessing Your Performance

March 2013

How to use this guidebook:

Audience:

Self Reviews are an integral part of the performance review process. This guide helps employees understand how to be effective at self assessments by providing them a logical framework to identify their strengths and development areas.

How to Use:

This guidebook is written to benefit employees at all levels and jobs functions. It explains why self reviews are valuable and how both they and their employer can get the most value out of the self review process.

Self assessments help you and your manager identify your strengths as well as opportunities for skill improvement.

SELF ASSESSMENTS ALLOW YOU TO IDENTIFY YOUR STRENGTHS

Why should you put effort into your self assessment?

- ✓ Self assessments, as part of your formal review process, are used to inform talent decisions such as promotions and pay increases.
- ✓ Your feedback gives managers visibility into your professional aspirations, of which they might otherwise be unaware.
- ✓ Self reviews are an opportunity for you to showcase to your managers what you believe are your greatest successes and contributions to the organization.
- ✓ Your insight helps managers identify where they can allocate more resources to improve your skills and performance.
- ✓ A well thought out self assessment, identifying how you could contribute more if certain skills were improved, in addition to highlighting your assets, is a way for you to express a commitment to your organization.



Self Assessment Do's and Don'ts

Don't...

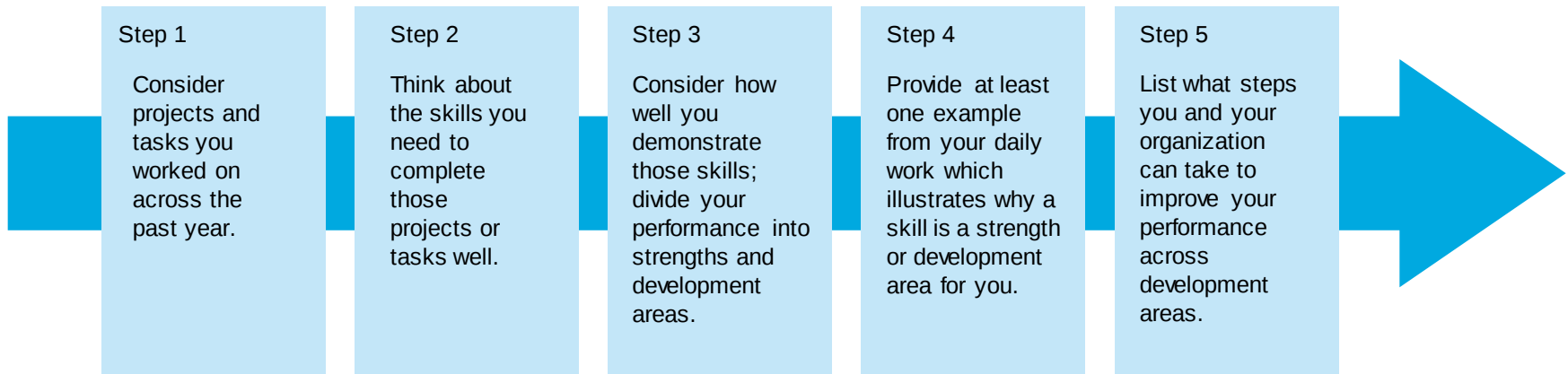
- ✖ Provide unbalanced feedback; this is your opportunity to play up your successes, but you should also be candid about areas that need improvement
 - ✖ Use generalized or ambiguous language when describing your strengths and development areas
 - ✖ Blame your company or manager for your weaknesses
 - ✖ Gloss over or ignore areas where you need to improve your skills or performance; your manager is likely aware of them and will appreciate your candidness
 - ✖ Be overly modest about your contribution to your organization; this is your opportunity to highlight your successes
- Don't worry about whether your self assessment will be the same as your manager's assessment of you so long as you can defend your personal opinion of your performance

Do...

- ✓ Be honest and objective about your skills, commitment to work, and interaction with other employees
- ✓ View the self assessment as a tool to identify development needs in order to improve them
- ✓ Be able to defend to your manager why you believe your self ratings accurately reflect your performance by offering specific examples that illustrate your viewpoint
- ✓ Detail steps that you and your organization can take to improve your performance in areas you believe need improvement
- ✓ Highlight areas where you have exceeded expectations
- ✓ Frame your performance against your impact on organizational or divisional goals
- ✓ Identify areas in your skill set where you need to improve

ACTION STEPS TO IMPROVE YOUR SELF ASSESSMENT

Follow the action steps below prior to your self assessment in order to write a well articulated self review.



SELF ASSESSMENT WORKSHEET

Instructions: Use the tool below prior to taking your self assessment to ensure you have considered the major contributing factors to your overall performance. Refer to the action steps on the previous page for additional guidance.

Part 1

Consider each of the major projects or tasks you worked on across the past year and consider the needed skills to perform those projects well. Then identify whether those skills are currently one of your strengths or are development areas.

Project/Task:

Required Skill: _____

☐ Strength ☐ Development area

Required Skill: _____

☐ Strength ☐ Development area

Required Skill: _____

☐ Strength ☐ Development area

Project/Task:

Required Skill: _____

☐ Strength ☐ Development area

Required Skill: _____

☐ Strength ☐ Development area

Required Skill: _____

☐ Strength ☐ Development area

Project/Task:

Required Skill: _____

☐ Strength ☐ Development area

Required Skill: _____

☐ Strength ☐ Development area

Required Skill: _____

☐ Strength ☐ Development area

Part 2

Strengths

List each of your major strengths identified above and provide at least one example of a time when you demonstrated each strength.

Strength: _____

Example:

Strength: _____

Example:

Strength: _____

Example:

Development Areas

List each major development area identified above and provide a concrete example of why you think it's a development area. Also list measures you and your organization can take to improve your performance.

Development Area: _____

Example:

Steps for Improvement:

Development Area: _____

Example:

Steps for Improvement:

Development Area: _____

Example:

Steps for Improvement:

