To assist with the annual performance appraisal process, employees are asked to write and submit a Self-Evaluation

A self-evaluation is important because it can:

- Help supervisors understand how employees view their strengths and weaknesses
- Remind or inform supervisors of employee accomplishments, growth and challenges during the year
- Describe goals that were met during the year and provide the opportunity for employees and supervisors to discuss an employee’s professional development and future career goals
- Identify where there may be discrepancies between the employee’s and supervisor’s point of view regarding overall performance

Writing your Self-Evaluation:

As you draft your self-evaluation, think about your performance objectives and scope of work (functions, duties, etc.) defined in your position description. In addition, you might refer to your Individual Development Plan (IDP) as it serves as your personal career action plan for skill building, professional development and career management.

Focus on how you performed those duties and the impact of your efforts on the unit, organization and/or campus.

Review feedback you received, problems you solved, projects you completed, and initiatives you led or contributed to and write about it by briefly describing the event, your role, and the impact, if any. Your manager’s assessment of your performance should complement your self-assessment, including examples is important.

Next, consider what you have learned over the past year. Be thoughtful and provide relevant information. Describe ways you enhanced existing or developed new skills and how they helped support your performance objectives and personal development.

Be clear, concise, and honest when writing your self-assessment. Don’t exaggerate your accomplishments or omit obstacles. Discuss challenges you faced that may have impacted your ability to perform well. Discuss how you overcame the hurdles or your plan to address the challenges during the next review period.

Don’t wait until the last minute to start your self-assessment. Capturing your accomplishments and efforts, even those that challenge you, throughout the review period will allow you to draft and submit a comprehensive self-assessment that is well supported with examples.
Briefly describe the situation and task, the action you took to accomplish it, and the results you achieved. Your self-assessment is about your contribution to this effort.

Remember, you don’t have to wait for your annual appraisal to track your accomplishments. There are various ways to capture accomplishments throughout the review period. You can start a performance journal to capture or highlight any of the following:

- Accomplishments
- Letters of thanks
- Completed goals
- Completed staff development classes
- Training (received/given)
- Written customer-service feedback
- Internal/external committee work
- Other annual performance highlights

Referenced from UC Davis website https://hr.ucdavis.edu/performance-appraisals/writing-resources/ee