

## Guidance for Writing an Effective and Impactful Self-Evaluation

Your self-evaluation is a meaningful opportunity to reflect on your performance over the past year, highlight your accomplishments, thoughtfully identify areas for growth, and set clear, actionable goals for the 2025-2026 cycle.

To help you complete your self-evaluation effectively and honestly, consider the following tips:

### **Prepare in Advance**

Begin by gathering relevant materials such as your job description, past performance reviews, feedback from your supervisor, performance metrics, and personal notes on your accomplishments and challenges. Review the goals you set for the past year and assess your progress – consider whether you met, exceeded, or fell short of each one, and why.

### **Be Reflective, Not Reactive**

Take time to thoughtfully consider your performance related to goals. Go beyond listing tasks – reflect on how you approached your work, the impact you made, and what you might have done differently. Honest, balanced reflection lays the foundation for meaningful professional development and helps identify clear goals for future growth.

### **Highlight Key Accomplishments**

Clearly outline your major achievements and explain their impact on your department or KGI as a whole. Use specific examples, and whenever possible, support your claims with data. Demonstrate how you have contributed to solving problems, improving processes, or advancing individual and team objectives.

### **Acknowledge Challenges and Areas for Improvement**

Demonstrating self-awareness is a sign of humility and growth. Be honest about any challenges you encountered and areas where your performance could have been stronger. Share what you learned from these experiences and describe the steps you have taken, or plan to take, to improve moving forward.

### **Be Professional and Constructive**

Maintain a positive and professional tone throughout your evaluation. When discussing setbacks or challenges, frame them in a way that demonstrates your proactive stance on overcoming them. Use language that reflects professionalism and a forward-looking mindset.

### **Connect Your Role to the Department or Institute Goals**

Highlight how your work supported your department's goals or KGI's overall mission or strategic plan. Showing alignment between your individual contributions and departmental or institutional goals showcases your value and impact.

### **Review and Revise**

Before submitting your self-evaluation, take a moment to reflect and review. This final step allows you to catch any errors and ensure your evaluation clearly outlines your performance for the 2024-2025 cycle. Approaching the self-evaluation with honesty and a constructive mindset not only supports your personal and professional growth but also strengthens your credibility and relationship with your supervisor.