

Completing a Self-Assessment

Prepared by:

HRS Employee & Labor Relations



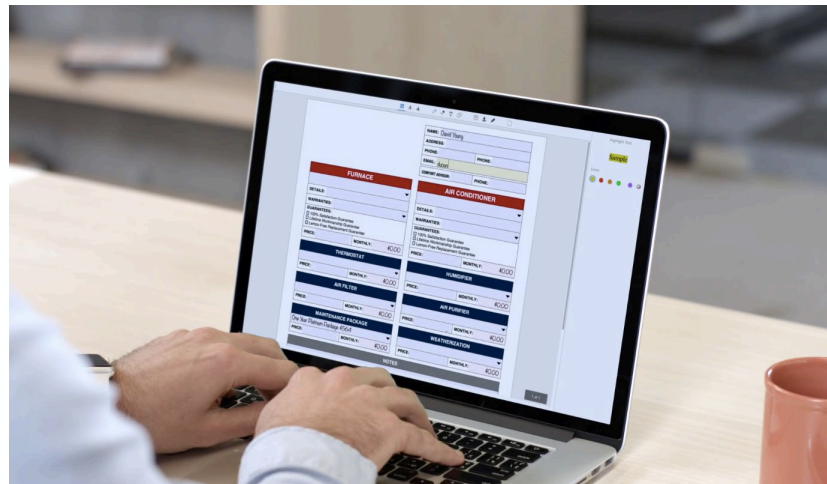
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Introduction

A performance evaluation is an important tool for keeping communication flowing between teams. Periodic evaluation is a chance for managers and employees to review the past and discuss expectations moving forward. An evaluation also serves as an opportunity to set goals, both as individuals and as teams.

Importance of Self-Assessments

Self-assessments can be equally useful for employees and managers. Employees are more engaged and the evaluation process becomes more of a two-way discussion.



Importance (cont)

For Employees

The Self-Assessment is the perfect companion to the performance evaluation. Self-assessments are not only important to growth as a worker but as a person. It's an opportunity for employees to self-reflect and consider their strengths and areas for improvement. By critiquing their own work and behavior, employees can gain insight that helps them improve.

Importance (cont)

For Managers

Employees' self-assessments offer several benefits for managers. They illuminate how the employees see themselves in the context of the team and the organization at large. They highlight any disagreements or misunderstandings between the manager and the employee. Also, of course, self-assessments offer an opportunity for feedback to managers about what motivates and incentivizes an employee to do their best work.

Writing a Self-Assessment

Despite its importance, writing a self-assessment is no easy task. Analyzing yourself can be immensely difficult, especially when that analysis is submitted to a supervisor for review. If you're having trouble getting started, these five tips will help you learn how to write a self-assessment.



Tip 1

Be Proud

One major goal of the self-evaluation is to highlight your accomplishments and remind your supervisor of the milestones in your professional development. A good self-assessment should point to specific tasks and projects that highlight your best work. When describing those accomplishments, emphasize the impact those achievements had on the whole department to emphasize their value to NMSU.



Tip 1 (cont)

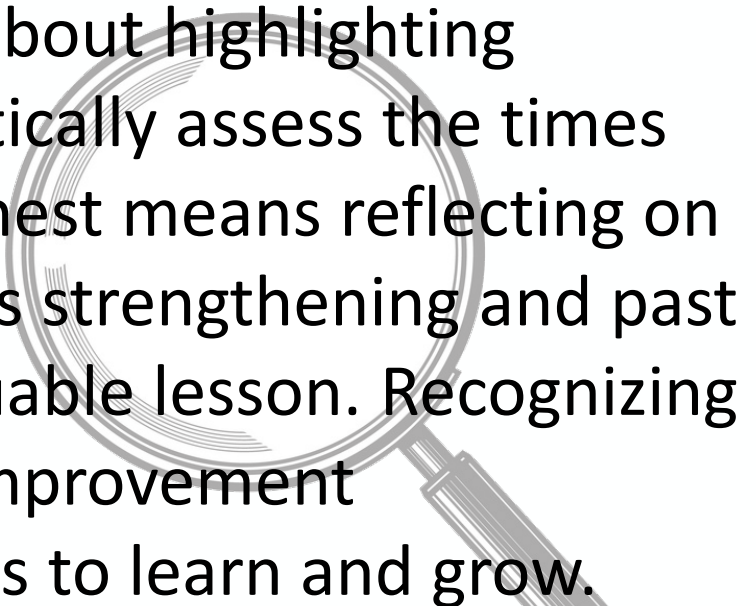
You should strive to connect your actions with a personal or department goal. This alignment is encouraging to any manager and conveys that you understand your role within the larger context of the company.

- If your department needed to hit a certain number, share how you played a role in hitting the number. Accomplishments you list should connect with business objectives and strategic goals.

Tip 2

Be Honest and Critical

Self-assessments aren't just about highlighting triumphs. You should also critically assess the times you came up short. Being honest means reflecting on skills or knowledge that needs strengthening and past actions that taught you a valuable lesson. Recognizing your own opportunities for improvement demonstrates your willingness to learn and grow.



*"A person who never made a mistake never tried anything new."
- Albert Einstein*

Tip 2 (cont)

Still, it's important to not be self-deprecating in your assessment. Use developmental language when critiquing the areas in which you need to improve.

- You don't want to say, "Here's where I really fall down." Instead, say, "Here's an area I want to work on. This is what I've learned. This is what we should do going forward."

Tip 3

Continuously Strive for Growth

It's important during self-assessments to never stagnate; we are constantly adapting, learning and changing. Whether you've had a great year or fallen short of your own expectations, it's important to remain committed to improving and educating yourself.



GROWTH & DEVELOPMENT

Tip 3 (cont)

Taking a moment to list your goals and objectives for the coming year, during an self-assessment, demonstrates that you are not content to settle.



Tip 3 (cont)

Managers also see a willingness to improve and take on new things as a sign of coachability. If you are struggling in an area, share what you might need as support. On the other hand, if you are thriving, share what you need to experience growth, avoiding boredom or stagnation.

“Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome while trying to succeed.”

- Booker T. Washington



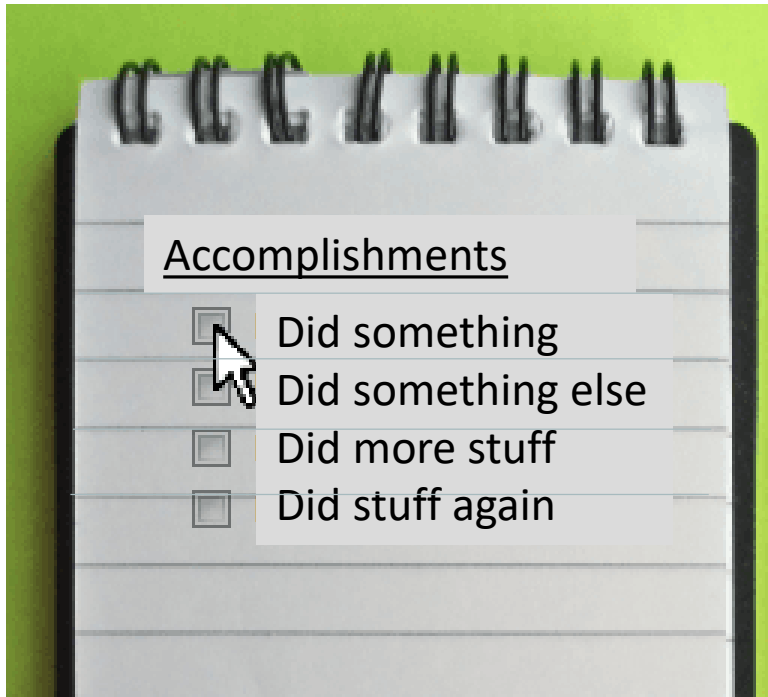
Tip 4

Track Your Accomplishments

When it's time to discuss your accomplishments in your self-assessment, providing hard data to show what you've done throughout the year is highly beneficial. Employees and managers generally know how you have performed, but having concrete data as back up strengthens the validity of your self-assessment.



Tip 4 (cont)



Try keeping a list of daily and weekly accomplishments so that when it's time for the self-assessment, there is very little guesswork as to how valuable you are to the company.

Tip 5

Be Professional

You should always be professional when writing self-assessments. This means not bashing the boss for poor leadership or criticizing co-workers for making your life more difficult. It also means not gushing in an overly personal way about a co-worker or manager you really like. Whether you are providing critical or positive feedback, professionalism is important.

Tip 5 (cont)

Being professional also means giving the appraisal its due attention, like any other important project that crosses your desk. Use examples to support your assertions, and ... make sure that you spell and grammar check your documents. These are all signs of how seriously you take the process and its importance to you.

Conclusion

Performance evaluations help everyone to know where they stand, but it can't be merely an annual event. It should be an on-going process, creating an inclusive, give-and-take culture where employees are invited to participate. Overall, an inclusive and communicative workplace has a greater chance of **SUCCESS**.



Thank you!

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[Self Assessment Form](#)

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