Guidelines for Writing Your Employee Self-Assessment

Purpose

The purpose of an Employee Self-Assessment is to assist employees and supervisors in preparing for performance evaluations. Completing the self-assessment allows you contribute to the performance discussion. Your self-assessment can help you to reflect on your performance over the past year and to document your accomplishments and their impact on your department. It is also an opportunity to link the UC Core Competencies to your job duties, address your resource and development needs, and document the accomplishment of your annual goals.

Preparation

- As you prepare to write your self-assessment, begin by reviewing documentation about your work such as your job description, performance expectations and annual goals.
- If you keep a performance log to track major accomplishments and work throughout the year, review your log to help you reconstruct your performance over the past year. If not, take time to review your calendar and other records of your work.
- Reflect on the purpose of your job and how it contributes to the mission of your department, division, and the organization.

Writing Your Employee Self-Assessment

- Identify your work priorities over the past year based on your goals and objectives, discussions with your supervisor, or tasks.
- For each priority, describe your work and accomplishments. Questions to address include:
    - What exactly was the work or task?
    - How was success measured? Possibilities include: impact, quantity, quality, accuracy, timeliness, budget, customer satisfaction and a combination of these or other measures.
    - What was the impact of your work on your department and the organization?
    - What obstacles did you have to overcome?

Tips

- Be specific. Don't say, "Supported the student records project." Instead, indicate what you did specifically and how it supported the overall goals.
- Be objective and stay focused on results.
- While it is important to be thorough, a self -assessment doesn't have to be long to be effective.

Sample Accomplishment Statements

When reflecting on your accomplishments for the performance year, describe the task and how you were successful. If appropriate, also describe the impact of your work. Below are some sample accomplishment statements. Sample action verbs to use are listed on the next page.

Accomplishment: Designed and led training of divisional staff on efficiently and accurately preparing reports. Staff members were able to apply what they learned which led to more rapid and accurate reports in direct support of our department goal to improve student services.

Accomplishment: Successfully hired, coached, and mentored two employees who have recently passed probation. Employees are fully integrated into the department and making contributions to achieving team goals.

Accomplishment: Successfully led the annual budget review for division management. Division managers were able to make significant financial decisions based on my thorough analysis and achieved cost savings based on my recommendations.

Accomplishment: Prepared and distributed four effective presentations for Principle Investigators (PIs) as well as assistants on grant and award management. This improved relations with campus personnel and gave accurate procedural information to PIs which reduced duplicate requests and errors in submissions.

Accomplishment: After discussing best practices with the team, I simplified and redesigned the process for updating records and implemented this change. By reducing the time required to update records, our team accomplished this task in half the time that was required last year.

Sample Action Verbs to Use

Use these action verbs as appropriate to help describe your work.

administered	eliminated	investigated	reduced
advised	engineered	launched	reorganized
analyzed	enhanced	made	reshaped
approved	examined	managed	restructured
arranged	executed	maintained	revised
built	expanded	moderated	scheduled
communicated	facilitated	monitored	secured
conceived	formulated	motivated	solved
conducted	generated	negotiated	streamlined
consolidated	governed	organized	strengthened
contracted	grouped	originated	systematized
controlled	guided	performed	trained
coordinated	implemented	planned	upgraded
counseled	improved	prepared	utilized
created	increased	presented	wrote
designed	influenced	presided	
developed	initiated	recommended	
directed	innovated	recruited	
distributed	installed	rectified	
edited	invented	redesigned	