

Tips for completing your Self Evaluation

Self-assessments offer several benefits. They illustrate how you see yourself within the overall organization as well as how you understand what is expected of your role!

The main purpose of the self-evaluation is to highlight your accomplishments as well as provide an honest overview of your overall performance throughout the year.

Remember:

Be Specific-highlight specific tasks and projects that demonstrate your best work! Examples should be well rounded. Try and provide supportive data to back up your assertions and include how, what or who it impacted. Using specifics examples helps you concisely tell the full story including the problem, the fix and the end results.

Be Honest: Try to critically assess the times you came up short. Remain positive but being honest means pointing out areas that could be improved.

Go back to the beginning: Review your email correspondence and calendar over the last year as well as last year's performance goals. This will help jog your memory and to identify your accomplishments throughout the year.

Consider the following questions:

- What could I have done better this year?
- What are my strengths?
- What are my weaknesses and how can I improve on them?
- Where can I take personal initiative and become a stronger employee who contributes more next year?

ICARE values: review UI Healthcare's [ICARE values](#) including [behavior examples](#) of core values. Connect your performance to specific values. This is a required and beneficial step in the process.

Think ahead: In preparation for next year's annual performance review try and spend 10 seconds a day or a couple minutes a week writing down your biggest accomplishment, success, metric hit, feedback received for that day. This will give you a head start for next year's self-assessment.