## **Writing Your Self-Evaluation**

## The self-evaluation is a great tool for personal and professional development. Why?

- Self-evaluations give you a chance to self-reflect on your job performance, including your strengths and areas of improvement.
- Your evaluation can also "Paint a Picture" for your manager of how you view yourself in relation to your team and the agency you are a part of.
- Your self-evaluation gives you a chance to be your own advocate.

## **SWOT** Self Evaluation- Strengths, Weaknesses, Opportunities, and Threats

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- Make sure your strengths are related to your natural talent, work experience, and soft sills.
- It is all about your individual abilities, attitudes, and behaviors.

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- Evaluate the areas in which you need to improve, the bad habits that need to go that prevent you from completing your tasks.
- Look honestly at yourself to make changes and build the habits that lead to your success.

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- Consider potential growth witin your agency, industry, and current position. Do I need additional training or certifications?
- Ask yourself, should you make any professional moves (career change or lateral shift) that would help you meet your goals

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- Address any obstacles that could get in the way of meeting your career goals.
- Identify any weaknesses that could threaten your career success.

## Suggested Tips

- Now, your personal SWOT analysis is complete. Use the document to brainstorm goal and create
  a strategy for action plans as you advance your career.
- Review your competencies, goals, and job responsibilities: Assess your performance at each level using figures/numerical data and/or demonstrated outcomes.
- Revie the rating scale. Rate yourself fairly according to your proficiencies.