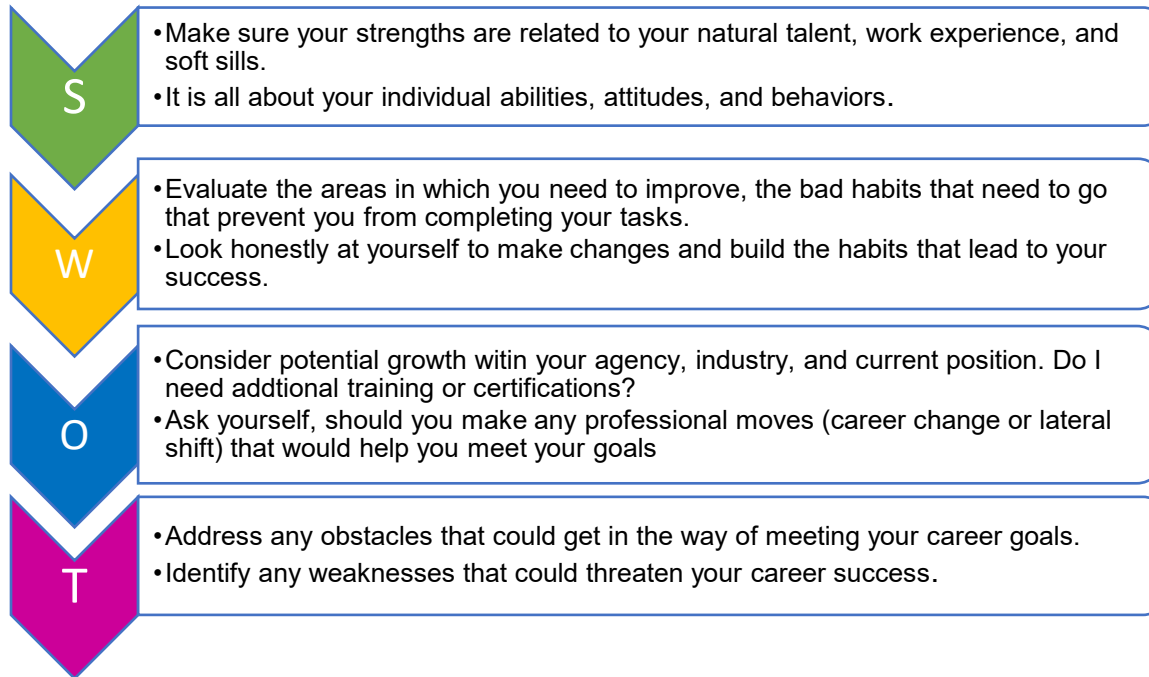


Writing Your Self-Evaluation

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**



Suggested Tips

- Now, your personal SWOT analysis is complete. Use the document to brainstorm goals 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.
- Review the rating scale. Rate yourself fairly according to your proficiencies.