

Writing Your Self-Evaluation

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

- It presents an opportunity to evaluate yourself and your performance against the annual goals and expectations that were previously established.
- It's your chance to assess what you have accomplished during the review period and how your work has **added value** to your department and Agency.

Think about it this way – in terms of evaluating your SWAG:

SWAG Self Evaluation

Strengths are aspects of your individual abilities, attitudes, and behaviors, that contribute to individual success, and the success of your team, department or Agency.

Ex. Responsiveness; understands Agency goals; expert in PowerPoint.

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Strengths

Weaknesses are aspects of your individual performance that may prevent you from completing daily tasks, understanding job roles, or achieving goals.

Ex. Lack knowledge of MS Excel/Powerpoint; Poor attendance; Lack job specific technical skills;

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Weaknesses

Achievements are specific accomplishments, that add value to your department and Agency, and can be seen when compared to your previously established goals and objectives.

Ex. Served 100 customers per month; learned to create PowerPoint presentations; saved \$50K over 6 months.

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Achievements

Goals are individual targets, generally aligned with the goals of the department, that require your dedicated pursuit. They also help you to grow and develop as a State employee and achieve personal success.

Ex. Decrease number of accidents. Increase health & safety ratings;

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Goals

DO THIS

- Review your competencies, goals, and job responsibilities; Assess your performance of each of these using figures/numerical data and/or demonstrated outcomes
- Assign an appropriate rating based on your demonstrated outcomes compared to annual goals and expectations that were previously established.

TIPS

- Be specific, using numbers or some aspect of your work effort that can be measured.
- Review the 5-point rating scale. Rate yourself fairly according to your proficiencies.