

How to Write a Self Evaluation

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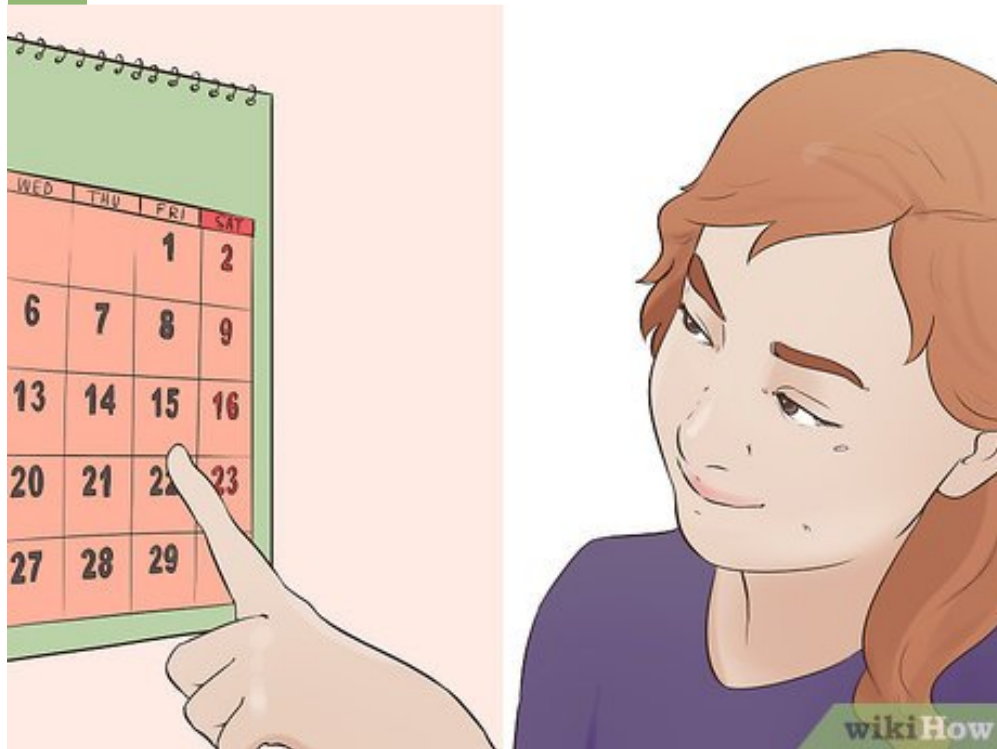
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Writing a self-evaluation can be stressful and sometimes intimidating, but it can be instrumental in helping you reach your career goals and contribute to your organization. Whether you're required to write a self-evaluation or you're choosing to do it as part of a personal growth plan, it will be well worth the effort. To write an effective self-evaluation, you need to reflect on your accomplishments, back up your statements with evidence, and set new professional goals.

Part
1

Part 1 of 3: Reflecting on Your Accomplishments



1 Set aside time. Creating a thorough and useful self-evaluation takes time, so make sure that you schedule enough time to complete the process. If you rush through it, then you're likely to skip over important accomplishments or growth opportunities, which makes your finished product less productive because it won't truly reflect your career progress.^[1]

- It can be helpful to create an outline ahead of time.



2 Review your goals. Your self-evaluation must reflect that you are meeting your self-set goals and the goals of the company at-large. Most importantly, to show your organization that you are an effective employee, you must show that you are working to meet the organizational goals.^[2]

- Completing a self-evaluation will show you if you are on-track to meet your career expectations because you can see if all of the hard work you are doing connects back to your goals.
- Keep in mind that it's easier to stick to short-term goals that connect clearly to the bigger picture of what you ultimately want in life and who you want to become.^[3]

Catalogue your accomplishments (Example : Online Newspaper Editor)

- *I was the first reporter in town to pick up on the misappropriation of retirement funds on the local level.*
- *I have connected with multiple business in town by hosting office hours at their locations, where I then discuss current events, potential stories, and readability improvements for the site.*
- *I've hosted mini workshops for bloggers and businesses who wish to learn more about how to physically navigate the site and the benefits of blogging for or advertising with us.*



3 Catalog your accomplishments. Based on your goals, create an inventory of all of the work you've done over the past year. Include things like projects you've completed, committees you've served on, and reports you've drafted. This list will include everything - from the client records you stapled to the committee you chaired.^[4]

- Assess your work materials, such as emails and reports, for examples of your work and support for your accomplishments.^[5] These can help refresh your memory, and you could even pull quotes from these announcements.
- As you write down your accomplishments, think about how they fit in with your goals and use that to help with wording. For example, if your goal is to increase sales, and you have been calling potential clients, then you could say that you "initiated sales" or "increased point-of-sale opportunities" rather than "made cold calls."



4 Keep the focus on you. Because this is a self evaluation, include only your accomplishments, not those of your entire team. Demonstrate how you contributed to any team assignments, including your qualities as a team player.

- Think about what is working well, and get as clear and concrete as you can about it.

[6]

Explain your struggles (Example)

Because I am intensely focused on the my assigned tasks, and a perfectionist when performing them at times, I can sometimes be perceived as blunt toward some of my colleagues. I am working on the way I communicate in such circumstances.



5 Explain your struggles. Every worker has weaknesses, and honestly identifying them is the only way to overcome them. You must reflect on your struggles in order to set new goals and choose useful growth opportunities.^[7]

- Think about times you've fallen behind in your work, needed assistance, or were unsure that you completed a task correctly.
- Provide examples. Just as with your successes, include concrete examples to support your need for professional growth opportunities.^[8]
- If you're struggling to identify your weaknesses, talk to a trusted colleague, a mentor, or your supervisor before the evaluation. This will give you time to work on your weaknesses and demonstrate your progress in the evaluation.

Explain your growth initiatives (Example)

Since I was promoted to the manager position last year, there has been a sharp increase in sales—particularly over the last two quarters. Our conversion rate hasn't dipped below 70 percent, and we've met segment goals in each department 80 percent of the time, which is the highest percentage in our region.



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6 Explain your growth initiatives. Record your professional development activities from the previous year, connecting them to your goals and prior weaknesses. Show how you've been successful at overcoming your struggles and how hard you've worked to become the type of employee your organization wants.

- Include professional growth activities you've completed in your own time as well as those you did as part of your job.

Assemble your feedback

Project	My Contribution	Purpose	Management's Response
<i>Company cell phones</i>	<i>Researching and comparing plans, providers, and equipment</i>	<i>Finding the most suitable and cost-effective phones and service plans</i>	<i>Pleased with an almost 12% reduction in cell service costs, improved reception, and enhanced phone features</i>



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7 Assemble your feedback. The feedback that you have received over the past year will be instrumental in supporting your accomplishments and helping you identify areas for development. Remember to include feedback from your supervisor, colleagues, and clients, if it's available.

Differentiate yourself (Example : Online Newspaper Editor)

I was the first reporter in town to pick up on the misappropriation of retirement funds on the local level. **I got the story first** because a town official recognized me as an impartial presence and contacted me personally with quotable, attributable, and vital statements.



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8 Differentiate yourself. Show your organization the unique qualities that you bring to the table. For example, do you have a varied educational background or are you bilingual? Include these traits in your self-evaluation to show your organization how you are contributing to the company culture.[9]

- What makes you different as an employee? Ask yourself what characteristics you bring to the job that go beyond the job description. Since this evaluation is focused on your performance, incorporate details that demonstrate how you contribute as an individual.
- Note how your efforts have helped your team achieve or surpass company goals, if applicable.

Support your accomplishments (*Example : Retail Head Manager*)

Since I was promoted to the manager position last year, there has been a sharp increase in sales—particularly over the last two quarters. Our conversion rate hasn't dipped below 70 percent, and we've met segment goals in each department 80 percent of the time, which is the highest percentage in our region.

These statistics are all the result of a personalization strategy I have brought to this store.



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1 Support your accomplishments. Work through your list of accomplishments and develop a list of the work you performed as part of that accomplishment. Once you have an overview of the work you completed, write a brief explanation using action verbs.^[10]

- Action verbs show what you did in concrete terms. For example, state that you evaluated survey results, trained a new hire, or initiated a new project.
- Be honest. While you want to word your accomplishments in a way that reflects well on you, make sure that you are being accurate. For example, don't record your independent work as managerial experience because you managed yourself.

Quantify your results (*Example : Commercial Delivery Driver*)

I have managed to successfully deliver 100 percent of the items I was scheduled to deliver and have not been called in for one complaint.



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2 Quantify your results. Support your accomplishments with quantifiable examples, such as statistics, percentages, or calculated totals.^[11] As an example, say, “I increased my customers by 20%” or “I lowered bug reports by 15%.” You can also use straight calculations, such as “I completed 5 surveys” or “I averaged 4 customers per day.”

Provide qualitative data (*Example : Retail Head Manager*)

Another change I implemented was the creation of the merchandise position. These employees are responsible for receiving shipments, restocking, folding, and interacting with customers at the registers. This allows sale associates to focus on serving the client without distraction.



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3 Provide qualitative data. Prepare a list of qualitative examples to support your accomplishments, especially in areas you were unable to provide numbers.^[12] Qualitative examples show that you took actions but are unable to show numerical data. For example, say, “I increased customer support by creating a new web app.”

- Qualitative examples are great support when taking an action is meaningful, regardless of its success. For example, if you are in charge of a program to prevent teen drinking, any action you take is useful, even if you only stop one teen from drinking.

Incorporate your feedback

Project	My Contribution	Purpose	Management's Response
<i>Company cell phones</i>	<i>Researching and comparing plans, providers, and equipment</i>	<i>Finding the most suitable and cost-effective phones and service plans</i>	<i>Pleased with an almost 12% reduction in cell service costs, improved reception, and enhanced phone features</i>

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4 Incorporate your feedback. Link your positive feedback to your accomplishments to show that others have observed your successes in the workplace. Only include feedback that clearly supports an accomplishment so that your self-evaluation will be accurate and useful.^[13]

Part
3

Part 3 of 3: Setting New Professional Goals



1 Review the results. Read over your self-evaluation, paying careful attention to how well you accomplished your previous year's goals and the organizational goals. Identify gaps where more improvement is needed. Then study the struggles you identified, which will show you areas you need to improve.^[14]

Set your initial new goals

- *Increase customers by 20%.*
- *Increase sales by 30%.*
- *Create new android app for store.*



2 Set your initial new goals. Based on your identified gaps and struggles, develop new professional goals for the upcoming year. Aim for two new goals, and remember that you will continue to work toward your organization's goals.^[15]

- As you set your goals, remember that you'll need to show support for your accomplishment of the goals and that you will need to be able to take growth initiatives. Write your goals in a way that allows for you to meet those demands.
- Avoid setting lofty goals that will be difficult to achieve. Choose goals that you will be able to meet by the next review or evaluation.



3 Discuss your self-evaluation. Schedule a meeting with your supervisor to review your results. Be prepared to explain the information you've included. Show them your initial new goals, and explain why you've chosen this focus for the upcoming year.^[16]



4 Ask for feedback. Once your supervisor has reviewed the results of your self-evaluation, ask for areas of improvement and areas where you've demonstrated success. Ask them what they think of your initial new goals, and allow them to help you reshape those goals.^[17]



5 Suggest professional growth initiatives. Discuss your previous struggles with your supervisor, and offer your ideas for the coming year's professional growth. Listen to your supervisor's suggestions and be open to pursuing their ideas. Show them that you are addressing your weaknesses and pursuing success.



- 6 Finalize your new goals.** Based on the feedback you received from your supervisor, finalize your new goals and update your self-evaluation to reflect the changes.[18]
- Be sure to keep a copy of the evaluation so you can refer back to it as needed.



Expert Q&A

Question

What should be included in a self-evaluation?



Michael Stern
Life Coach
Expert Answer

Think of all the important categories in your life (health, relationships, career, spirituality, etc). Give yourself a score from 1-10 on the question: how fulfilled are you in this area of your life? Then answer two questions: What is working well? What would you like to change? Keep building on what is already working, and get as clear and concrete as you can about how you will begin to take action on the things you want to change.

Helpful ☐ Not Helpful ☐

Question

What should you put for goals on a self-evaluation?



Michael Stern
Life Coach
Expert Answer

Include your short-term, personal goals that are very important for living the life you want. Make sure the goals will help you become the person you want to be.

Helpful ☐ Not Helpful ☐

Question

How do I write a self evaluation of my communication skills?



Community Answer

Think honestly about the ways you communicate and write about both your strengths and weaknesses.

Helpful 65 Not Helpful 20

Question

How can I improve the negative perception my co-workers and boss have of me?



Community Answer

All workers have weaknesses, and honestly identifying them is the only way to overcome them. Ask your boss what areas you should improve in and then follow through.

Helpful 31 Not Helpful 15

Question

Can my employer change my duties?



Amy Gremillion
Community Answer

Duties change with the growth and demands of the company. Check in with your supervisor periodically to identify any changes within your role. Your manager will typically inform you if there are changes. Sometimes they are only short term a position is filled or an issue is resolved.

Helpful 0 Not Helpful 0

Question

How would you describe your job knowledge?



Amy Gremillion
Community Answer

Performance. Allowing your work to speak for you is the best way to demonstrate your capability of the position held.

Helpful 0 Not Helpful 0



Tips

- Plan your next evaluation with your manager by setting specific goals and establishing how you will be evaluated on those goals (metrics). Agree in advance on how you will be rated depending on the results; that way, you and your superior(s) will be on the same page in terms of goals.
- Update your resume after you complete your evaluation.
- Schedule quarterly meetings with your supervisor to discuss improvements and goal-setting, which you can use on your next self-evaluation.
- Be truthful about your accomplishments, strengths, and weaknesses.

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About This Article



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This article was co-authored by [Michael Stern](#) and by wikiHow staff writer, [Danielle Blinka, MA, MPA](#). Michael Stern is a life coach and the owner of Integral Alignment, a coaching and training business focused on a holistic approach to optimizing one's health, work, love, play, and spirituality. Michael began his professional training in 2011 as an Integral Spiritual Mentor through One Spirit Learning Alliance, and has been certified as both a hatha yoga instructor and an Emotional Intelligence Coach through GolemanEI. In addition to his private 1:1 and groupwork, he has hosted workshops with thought leaders such as Frederic Laloux, Charles Eisenstein, and Thomas Hübl. Michael holds a BA in Spanish Language from Vanderbilt University and lives in Portland, Maine. This article has been viewed 2,763,476 times.

★★★★★
11 votes - 98%

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