

Guidelines for Assessing Yourself

Reviewing Your Own Performance

As you prepare for your annual performance evaluation meeting (or any discussion with your supervisor about your goals and performance), you should be ready to talk about your progress toward your goals, your actual performance and what you want to concentrate on in the future. Your honest assessment of your performance and your thoughts about what you want to achieve will provide valuable information to your supervisor and should help your ongoing development.

Your Current Goals

- Review the goals that you and your supervisor set at the beginning of the period
- Note any goals that were added (or are no longer relevant) since your last conversation

Your Overall Performance

- Describe how you have accomplished your goals and day-to-day responsibilities, giving examples and noting:
 - Tangible accomplishments during the evaluation period
 - The value you have added to your department or team
 - Any initiatives or processes you developed or refined
 - Methods you used to work around (or avoid) obstacles along the way
- Think about how you have worked with others and consider:
 - How you produced successful outcomes by working collaboratively
 - What new skills you helped others gain
 - How you have actively supported diversity initiatives and awareness
 - What your supervisor has done (or could do) to support and assist you

Your Future Goals and Development

- Be prepared to share information with your supervisor about:
 - What you have done since your last evaluation to prepare yourself for more responsibility
 - What areas you want to work on/think you can improve upon
 - What new skills you have learned this year
 - What your long-range career objectives are and how you might work toward them

General Questions for Discussion. Any conversation with your supervisor is an opportunity to work together for the benefit of the College. As a result, you may want to answer the following questions together:

- What can you, your supervisor, or the College do to improve your effectiveness and performance?
- How might overall job satisfaction be improved for you and/or within your area?

Special Questions for Supervisors. If you are a supervisor, consider these questions for yourself – or ask your employees for guidance and ways to improve:

- **Are you:** a good listener, an available boss, comfortable delivering criticism, good at recognizing people's positive qualities and able to take comments/criticism?
- **Do you:** give clear and sufficient instructions, set a positive tone, acknowledge positive input, help set priorities, treat staff in a professional and respectful manner, share information about what is going on in the department and at the College?