Self-Assessment of Your Work Performance

Self-assessment is an opportunity for an employee to identify his/her accomplishments, achievements, and significant contributions at work and how performance expectations were met or exceeded. Self-assessments are also an opportunity to identify areas of improvement and what new skills that have been learned during the course of a year.

Why Should You Consider Preparing A Self-Assessment?

Performing a self-assessment is a good way for an employee to measure his/her job performance. It can provide a clear understanding of the skills you possess and the accomplishments you have had throughout the year. Performing a self-assessment on a yearly basis can also help you in several ways including:

- Improving your work performance
- Enhancing your skills
- Developing a long-term career plan
- Preparing for job interviews when applying for promotional opportunities

Steps to Creating a Self-Assessment

Compiling a self-assessment can, at times, be a challenging task. You may know your work better than anyone else but it can be hard to put into words exactly what you do or have accomplished. Here are some steps that will help you in this process:

- **Identify your accomplishments.** Reflect on all the critical projects at work that you have completed, the problems you may have solved, the employees you mentored or trained, the reports/studies you completed, or the customers you have assisted.

- **Write about your accomplishments, strengths, and skills.** Highlight your most significant accomplishments throughout the year. Explain the actions you took and any skills you needed to complete the tasks. List any areas where you excelled and identify the strengths you used. You also want to note any challenges you faced and how you mastered them.
**Provide specific examples and use metrics whenever possible.** Using specific examples of your work performance adds credibility to your self-assessment. It will also assist you in remembering the jobs you have completed.

**Reflect on what you have learned.** Write down the ways you have been able to enhance your skills and describe how you can apply them to future work performance. Identify any areas where you may need additional help or training and list the steps you can take to enhance those skills in the upcoming year.

**Take sufficient time to complete a self-assessment.** Rushing through a self-assessment and trying to complete it at one time can provide you with an incomplete and inaccurate picture of your work history and accomplishments. You will need time to reflect on your strengths and weaknesses and provide support for what you have identified in order to complete the best and most useful self-assessment.

Completing a self-assessment is not a requirement but is highly recommended. It is your opportunity to track your performance goals and the accomplishments you have achieved, the things you have learned, and the areas you would like to improve. Remember to be specific and honest about your accomplishments as you want to be able to use this assessment to tell others about your work.

We’d like to hear from you! Please visit the following survey link to provide us with valuable feedback on our bulletins: [https://www.surveymonkey.com/r/MZTXJLL](https://www.surveymonkey.com/r/MZTXJLL).