Performance Management Review - Preparing Your Self-Evaluation

Purpose of a Performance Review – *is two-fold, an actionable evaluation of performance and the development of one's skills as related to the job.* HBR July, 8,2022	
Why Do It?	
Creates a 2-way dialogue	Your manager will be prepared with comments and questions, and you should be prepared as well.
It is a time to reflect and focus on the future	Ask yourself what goals you have for the upcoming year, what you would like to learn, where do you see yourself in 1, 3, 5 years.
It shows you are self-aware and an involved employee	Well-prepared self-assessments demonstrate to your manager that you are a valuable and contributing member of the team.
Prepare	
Review your job description and goals from the past year	Are you performing the duties of your job description? Have there been changes? Did you meet the established goals? Why or why not?
Consider who you would like to request 360 feedback	Seeking feedback from others provides a well-rounded perspective on your work performance.
Consider areas for improvement and professional development	Everyone has areas for growth. Would you like to try something new? Consider training that is of interest?
Prepare and track your performance throughout the year. Start with the upcoming year to implement a personal tracking system.	Performance Management is a continuous process for everyone. Maintain a file or document throughout the year tracking your performance on projects, interactions with different stakeholders and more.
Writing a Strong Self-Assessment	
Be specific and provide examples	Highlight your accomplishments with examples of out outcomes and explanation of how achieved.
What are the positive behaviors you demonstrate?	Explain situations where you exhibited these behaviors and the positive impact.
Use metrics and data	Demonstrate your contributions, accomplishments, and positive impact with metrics. *i.e. reduced expenses by 10% with implementation of project.*