

Self-Appraisal Worksheet: Reflecting on Your Performance

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Part 1: Conducting Research on Self-Appraisals

Instructions: Use professional articles or business sources to research self-appraisal practices. As you read, take notes in the space below.

1. What is the purpose of a self-appraisal? Why is it important for professional growth?

With a self-appraisal, individuals can review their successes, recognize their strengths and identify areas for improvement. This cultivates personal responsibility among employees, as well serving today's supervisor, so that he/she may continue to be monitored for things like development of skills.

A self-appraisal is also important in other ways. It keeps the lines of communication open with your supervisor, makes sure that future goals are linked to practical results.

2. How can you effectively evaluate your strengths and weaknesses?

Effective evaluation requires honest reflection on past accomplishments, setting clear goals, and identifying areas for improvement. *QuestionPro* (n.d.) emphasizes focusing more on successes, using concrete examples, and taking responsibility for areas needing development while showing a willingness to grow.

3. What are some good strategies for presenting challenges constructively?

Attitude-check your growth mindset. Describe the problem in clear terms, but then turn it around and say, "how did I respond?"; "what did I learn? ". Stress your efforts to improve. Be specific about what steps you are taking or intend to take. Keep looking ahead, not back.

4. References in APA format (Include at least two):

- Source 1: QuestionPro. (n.d.). *Self-Appraisal: What is it, Importance & How to Write*. <https://www.questionpro.com/blog/self-appraisal/>
 - Source 2: Trujillo, J. M. (2009). *Understanding who you are and how you work: The role of self-assessment*. *Currents in Pharmacy Teaching and Learning*, 1(2), 69–74. <https://doi.org/10.1016/j.cptl.2009.05.002>
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Part 2: Reflecting on Your Performance

Instructions: Use the guiding questions to help you reflect on your growth and experiences in this class.

1. What specific skills have you developed or improved in ENGCOMP0400? (e.g., completeness, building goodwill, being ethically minded, design skills, positive messaging, document formatting, etc.)

This course helped me grow in many ways. I've improved my resume writing, tone adjustment, document formatting, and positive messaging. I also learned how to write clear and ethical communications using the "you-attitude," and how to structure content professionally for real-world use. I've gained experience in writing memos and personal statements-genres I had never worked with before. The most important thing I learned is how to revise based on feedback, which made my writing more action-oriented and audience-centered.

2. Which assignments or activities best showcase your strengths or progress? Why?

Our group company project best represents my strengths and growth. As Director of Technology, I spent two full weeks designing and building our entire website from scratch on Wix. I also created and embedded videos for team members who were unable to record their presentation parts, helped with technical tools, and made continuous updates based on both peer and instructor feedback. I named our company, contributed significantly to the proposal, and ensured the site reflected our tone-professional, welcoming, and socially engaged. Our final result, which our instructor called "excellent," reflects both my technical skills and communication ability.

3. What challenges have you faced, and how did you address them?

As a transfer student and non-native speaker, I sometimes struggled with confidence in speaking during class. To improve, I pushed myself to participate more and practiced my presentation skills in advance. For our Zoom presentation, I rehearsed many times and used interactive strategies to engage the audience.

4. How do you plan to continue improving your professional writing skills?

I plan to keep revising my materials using feedback, practice speaking and writing in professional settings, and seek more workshops or resources at the Career Center and other organizations. I'll also continue building a strong e-portfolio for future applications.

5. Areas for Improvement: Where did you struggle? What steps did you take (or will you take) to improve?

I struggled with speaking up more in discussions. I understood the content but hesitated to express my thoughts in English. I've started practicing more and will continue working on fluency and confidence through conversation, reading, and presentations.

6. Future Goals

How will you continue developing your written professional communication? How does this connect to your career goals?

Actionable goals:

1. Speak more confidently in class discussions and meetings.
2. Keep refining my resume, cover letter, and personal statement based on updated experience.
3. Build a professional online presence, including LinkedIn and an e-portfolio.
4. Prepare for AI-related internships and research opportunities by highlighting my technical and communication skills.

Conclusion

What is your overall assessment? What grade do you believe you've earned (based on your performance, attendance, participation, and pending assignments)? (Note any final assignments and the course e-Portfolio must be submitted before grades are finalized.)

Final thoughts & preferred grade:

I'm genuinely proud of what I've accomplished in this course. I've shown consistent effort, strong attendance, and timely submission of every assignment. I took the initiative to seek help when needed and revised based on all feedback. I led the website creation for our group project and helped others with technical and presentation challenges. I believe my work meets and exceeds expectations, and I've grown tremendously in both confidence and skill. Based on this, I hope to earn an **A or A+**, and I welcome any final feedback that will help me improve even further.