



# Self-appraisal guide

( Performance Review )

Hi,

In 2015, when I got just a 5% hike during my performance review in Cerner, I decided that it would be the last time this would ever happen. Because my goals were far beyond 5%. In fact, my goals were beyond 50% ( Which I ended up achieving in my career at a later point )

That was the time I realised that just working and delivering isn't enough in this IT world. I have to document what I have done and present it in a convincing fashion to get what I want. Yes, nobody will hand you everything just because they feel that you deserve it. In very rare cases this happens but I'm talking in general, you will have to showcase what you have done to reap the rewards that you truly deserve and not settle for less.

During the appraisal cycle, you will be asked to do a "self-appraisal" before the managers try to evaluate you. And they will assess you by taking feedback from multiple associates and peers but in reality, they can't really keep track of what you are doing on a day-to-day basis. So it is your responsibility to remind them what you have done so that you get the rating you deserve. So try to document your achievements on monthly basis rather than adding all of them at once. This will help you remember everything you did.

I have been a manager myself at some point in my career and I have done appraisals of my direct reports in my career. So I know how this whole process goes. I want to help you here by giving you the tips I know of that will make the "self-appraisal" smooth and effective.

**The following are **WRONG** ways to put your self-appraisal points:**

1. I worked on a feature XYZ and released it on time.
2. I did mentorship and trained newbies on the team.
3. I participated in hackathons and developed a product.

**Let's divide your self-appraisal points into 3 categories:**

1. Reflect quantitatively.
2. Areas of improvement.
3. Goal setting.

## Reflect quantitatively:

Whenever you put your points forward, please make sure that you are associating a numeric quantity with them and their impact in the team / to the customers. This will give them a better weightage than just saying abstract things.

**Following are a few examples:**

1. In Q3, 2022, I mentored 3 developers and onboarded them to the team.

2. I developed 2 reusable components from scratch and deployed them in 2 weeks of TAT (Turn Around Time)
3. During the peak sales event in November, I deployed a hotfix in the payments module that prevented approx. 200 clients from payment failures.
4. I created an A/B testing module that enabled 2 workflows to be measured quantitatively before the team started implementing the feature.

## **Areas of improvement:**

Adding only positive points and achievements without mentioning any improvement points will lead to doubts and there is nothing wrong with being true to yourself. You know where you are lacking, and it's better to place these points forward and mention your plan to overcome them.

### **Some examples include:**

1. I have been focusing only on the front end and I need to involve more on the backend of the application & understand the concepts.
2. I need to plan the execution of my tasks in a productive way and achieve sprint deliverables.
3. When I brainstorm, I need to create Proof Of Concept (POC) code repositories in order to show that the idea is possible to implement.

## **Goal setting:**

Setting up goals for the next year is as important as showcasing your achievements of this year. This is because managers look at what value you will bring to the table next year as well before deciding your hike. Yes it is true for majority of managers. They look at your future value too.

### **Some examples include:**

1. The xyz microservice is consuming majority of the resources and latency is high. So I would like to improve the performance and save costs.
2. I will be taking up responsibilities beyond my role like driving roadmap discussions, sprint planning and also mentoring associates.
3. I will be involved in communicating with outside teams to bring cross team integrations to the software we are working on.

Please try putting your points in the above structure so that your self-appraisal goes smoothly and an organised documentation leads to positive results. Your manager will send you the feedback in a positive way.

All the best,  
Manoj