

Writing a Self-Assessment

At Northeastern, goal achievement is the foundation of measuring performance. At the beginning of the fiscal year, you should have established 3-5 performance goals and at least one professional development goal with your manager.



The end of the fiscal year is a time to reflect on what you've achieved compared to the goals you set. The Self-Assessment provides a formal opportunity within the Performance and Development Cycle to put your reflection into writing. This will help you to organize your thoughts for your performance review.



The Self-Assessment provides an opportunity to:

- Reflect on your accomplishments and development over the last fiscal year
- Contribute to your Performance Evaluation by sharing with your manager your accomplishments and results
- Consider your focus areas for the upcoming year

The Self-Assessment is also a great launching point for the Performance Review conversation.

As You Get Started



Block your time



Honestly reflect



Check in with your manager

Prepare for Writing Your Self-Assessment

These action steps are a great way to prepare for writing your Self-Assessment.

- ☐ Block time in your calendar.
- ☐ Download and review a copy of the Self-Assessment Form.
- ☐ Talk with your manager to determine the information that will be most valuable to them.
- ☐ Review your SMART goals (both Performance and Development).
- ☐ Collect information that demonstrates your progress in achieving the goals.
 - ☐ Reports
 - ☐ Metrics
 - ☐ Development actions
- ☐ Document key performance and development accomplishments for the full year.

Before You Click Send

Before you send your Self-Assessment to your manager consider:



Does the Self-Assessment accurately reflect how you feel about what you have accomplished?



Is your Self-Assessment aligned with the details your manager asked for?



Have you provided specific examples that represent the whole year of performance?



How does your Self-Assessment read?
Is it easy to understand, grammatically correct, and free of typos?