

# How To Evaluate Yourself

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What is a self-evaluation?

A self-evaluation, also called a self-appraisal, is a document where you describe your professional progress for a specific period. A lot of companies ask their employees to hand in a self-evaluation as part of a performance review. Some companies do one performance review per year whereas others do them more regularly – up to four times a year.

What does it include?

In your appraisal, you should describe your general performance and accomplishments during the period –these are the things you have achieved successfully. You should also mention areas you have improved on as well as situations where you failed to reach a specific standard – these are called shortcomings. Your thoughts on your professional development and which direction you see your career going in should also be in there. For example, if there are any courses that would help you to grow and add value to the company, mention these and ask for financial support. It is also a good idea to mention your personal values and how they align with the companies values.

Why are self-evaluations important?

Well, they help you to reflect on your performance and think critically about which parts of your job you can improve on, and how you can develop. A well-prepared and honest self-evaluation can lead to a productive performance review, and could also lead to interesting career opportunities.

General tips on preparing a self-evaluation

- Keep a record of your accomplishments throughout the period – this will give you a head start in your preparation, and having hard facts and figures to back up your successes is a big help
- Show off your best work – focus on the highlights you are most proud of
- Be honest and critical – recognising your weaknesses & shortcomings shows that you are willing to grow and learn
- Use positive language when describing challenges or struggles you have had
- Keep the focus on you – if you have had any problems with colleagues, you can talk about that in a separate meeting – the focus should be on you, your role and what the company expects from you in that role
- Always be professional

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Vocabulary, phrases and examples:

General performance & strengths

I take the initiative on every project I am involved in and I often go out of my way to support less experienced team members.

To take the initiative means to be the first one to do something, especially to solve a problem or control a situation.

To go out of your way to do something means to try especially hard to do something good or helpful

I often go above and beyond my job description to ensure that my team exceeds targets and expectations.

To go above and beyond something means to do more or better than would usually be expected

If you exceed targets and expectations it means you achieve a better or higher result.

Another phrase which is very similar to go above and beyond is “to go the extra mile” For example:

I often go the extra mile to ensure our customers are completely satisfied.

Other words and phrases to talk about performance & strengths:

thorough – if you describe yourself as thorough it means you do things very carefully and with great attention to detail

decisive – this means that you can make decisions quickly and with confidence

reliable – you do what you say you will do – you can be trusted to do your job well

cope well under pressure – means you can handle pressure well

Tip: When describing your performance and strengths, always give examples to support what you’re saying.

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## Accomplishments

Over the last (time period), I have (describe the accomplishment and give examples)

Over the last 3 months, I have demonstrated an excellent work ethic and found more efficient ways of doing our work. For example, during our busy period, I came in early and stayed late to make sure all of our orders were fulfilled and sent out to our customers on time. I also developed a new system which now helps us to keep track of incoming orders much more efficiently. All of this resulted in my team exceeding targets and increasing our customer satisfaction rating.

I am extremely proud of what my team and I have achieved over the (time period). Compared to the previous period, we have (describe accomplishments & compare results)

I am extremely proud of what my team and I have achieved over the last 6 months. Compared to the previous period, we have increased turnover by 8%. We also managed to reduce costs by 5%.

It's also common to use "not only" sentences to highlight accomplishments:

Not only did I meet my monthly goals, but I exceeded them by an average of 7%.

Not only did I complete several projects ahead of schedule, I was also within budget on the majority. (most of the projects did not cost more than was planned)

Not only did I successfully implement a new sales strategy, I also recruited two experienced sales managers from our biggest competitor.

## Where you have improved

I have invested a significant amount of time working on (mention the area that needed improvement) and I am very happy to say that I have made very good progress. I still find it challenging to (mention the specific area which is still difficult), but I continue to work on that and feel that I have definitely turned a corner.

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I have invested a significant amount of time working on delegating tasks and I am very happy to say that I have made very good progress. I still find it challenging to pass on certain tasks, but I continue to work on that and feel that I have definitely turned a corner.

To turn a corner means to start to improve after a difficult period.

Your shortcomings – the situations where you failed to reach a specific standard

Remember to keep the language positive!

Although/Despite (mention a positive aspect of your performance), (mention one of your shortcomings)

Although I have shown exceptional progress in providing a very high level of service to our clients since my last evaluation, there were some situations where my performance did not reach the required standard.

Despite meeting my most important performance objectives during the past three months, I did experience some challenges.

(When using a verb after despite, it should be in the gerund or -ing form)

When you mention your shortcomings, you should also talk about what you plan to do to avoid these situations in the future:

I have given a lot of consideration to the areas where I can improve and have come up with several ideas/strategies. For example, I am going to start delegating more tasks to my team so I have more time to focus on growing the business.

## Professional development

In terms of professional development, I feel that the next logical step for me is to (mention what you would like to do next in your career)

In terms of professional development, I feel that the next logical step for me is to enter a management role. I have been consistently performing at a high level for the last two years and have developed very good leadership skills. In addition to this, I have excellent knowledge of how the business works and I am convinced I have what it takes to manage at this level.

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I am very keen to develop my (mention the type of skill or skills) skills further as I know it will help me take my performance to the next level. There is a course starting in (mention the time period) and I believe it is the perfect opportunity for me to develop those skills and (mention a benefit for the company)

I am very keen to develop my leadership skills further as I know it will help me take my performance to the next level. There is a course starting in January and I believe it is the perfect opportunity for me to develop those skills and add value to the company.

I feel that that this training can provide me with the best opportunity to grow and develop further and I am hoping that it will be approved. So hoping that the company will allow you to take part in it and maybe even pay for it.

## Goals

I have set myself the following goals for the next 6 months: (list your goals)

In order to grow and achieve a higher level of performance, I have set the following targets for myself: (list your goals)

I am excited to start working on these new goals and I am convinced that I can achieve them successfully/with a high degree of success.

## Personal and company values

Value: The customer comes first

I have always been very customer-oriented and I genuinely care about providing a high level of service and support to our customers. I have demonstrated this consistently and it is something that I am very proud of.

Value: Teamwork

I have been involved in team sports from a young age and, as a result, I place great value on the power of teamwork. The skills I have gained as a member of several different sports teams have also enabled me to build great teams here in our company. Being a member of a successful team gives me great job satisfaction and motivates me to consistently perform at a high level.

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## Disclaimer:

The tips, ideas and language presented in this document are things I have learned from researching this topic and from my experience as a Professional English Coach. Every company is different and will have their own approach when it comes to evaluations and performance reviews. Check with your manager or Human Resources department to find out exactly what is expected so you know what to include if you are asked to prepare a self-evaluation.