# Self-Evaluations

## How to write a great self-eval

1. Struggle of women – quitting their jobs

- Check out the previous video on the struggles of women during the pandemic

2. My experience

- Treat the SE as a one-on-one conversation with ER

- Leaders don’t know everything you did; you need to tell them

- Think of it as a resume where you showcase why you’re hot stuff. This is a time for you to shine and to show your worth

3. Don’t be afraid to talk yourself up

- List all accomplishments

- Keep a sheet of your accomplishments

- Save any compliments from colleagues, supervisors, clients

- List big wins

- Won a big case.

- Be detailed about how difficult case was

- Be detailed re: your responsibilities—if you had to manage someone, describe how well you did so

- Brought in a new client OR new project from existing client

- Successfully headed an internal team project

- Planned a speaking event that marketed your organization

- Talk about how much money you’ve brought in for firm

- Small projects/accomplishments matter too

- Planned social event for the office

- Drafted legal alerts or progress emails to clients to keep case on track

- All you did was review documents?

- TALK ABOUT HOW IT AFFECTED THE ULTIMATE OUTCOME – my review of x documents provided crucial findings and documents to insert into the motion for summary judgment, which we ultimately prevailed on

4. If there’s a shortcoming you think you need to address or justify, do it.

- Don’t be too hard on yourself - don’t doubt your accomplishments

- Don’t play down any accomplishments

- For example, for the lawyers out there, if you drafted a winning brief but there was a typo or two, don’t let the typos overshadow the accomplishment.

- DON’T FEEL LIKE YOU NEED TO BE PERFECT TO HAVE ACCOMPLISHED SOMETHING.

- Turn a negative into a positive or show that you’re learning

- Example: If you overlooked some evidence or forgot a key contractual provision, show how you’ve learned and improved.

- Say you triple check yourself now.

5. If you don’t have a list of accomplishments, check the following:

- Time entry app

- Email calendar

- Filings you’ve drafted

6. KEY TAKEAWAYS

- Focus on anything that’s a value add to the firm

- Really any small task can be spun into an achievement; think creatively

- Don’t doubt your accomplishments – even if you’ve made some errors along the way

- We all make mistakes.

- Go easy on your weaknesses. If you mention any, be sure to show how you’ve learned and improved.