Employee Self-Assessment
A performance evaluation is an important tool for keeping communication flowing between teams. Periodic evaluation is a chance for managers and employees to review the recent past and discuss expectations moving forward. An evaluation also serves as an opportunity to set goals, both as individuals and teams.

Along with the performance evaluation often comes the self-assessment. An opportunity for employees to self-reflect and consider what their strengths and weaknesses are, self-assessments are not only important to growth as a worker but as a person. By critiquing their own work and behavior, employees can gain insight that helps them improve.

1. **Be proud.**
One major goal of the self-evaluation is to highlight your accomplishments and recollect milestones in your professional development. A good self-assessment should point to specific tasks and projects that highlight your best work. When describing those accomplishments, employees should emphasize the impact those achievements had on the whole business to emphasize their value to the company.

2. **Be honest and critical.**
Self-assessments aren't just about highlighting triumphs. You should also critically assess the times you came up short. Being honest means pointing out weaknesses that could be improved upon or past failures that taught you a valuable lesson. Recognizing your own flaws is important to demonstrating your ability to learn and grow.

Still, it's important to not be self-deprecating in your assessment. You don't want to say, 'Here's where I really fall down,’” instead say 'Here's an area I want to work on. This is what I've learned. This is what we should do going forward.'
3. Continuously strive for growth.
It's important during self-assessments to never stagnate; humans are constantly adapting, learning and changing. Whether you've had a great year or fallen short of your own expectations, it's important to remain committed to improving and educating yourself. Taking a moment to list your goals and objectives for the coming year during a self-assessment demonstrates that you are not content to settle.

4. Track your accomplishments.
When it’s time to discuss your accomplishments in your self-assessment, providing hard data to show what you've done throughout the year is highly beneficial. Employees and managers generally know how you have performed but having concrete numbers to back up any assertion strengthens the validity of your self-assessment.

If employees spend 10 seconds a day writing down their one biggest accomplishment, success, metric hit, feedback received for that day, they'd have 10 times more data than they'd ever need for self-assessment. When we expect our clients to keep a list of daily and weekly accomplishments so that when it is time for the self-assessment, there is very little guesswork as to how valuable they are to the company, then why not we?

5. Be professional.
Employees should always be professional when writing self-assessments. This means not bashing the boss for poor leadership skills or criticizing co-workers for making their lives more difficult. It also means not gushing in an overly personal way about a co-worker or manager you really like. Whether you are providing critical or positive feedback, it's important to remain professional.

Use examples to support your assertions, and make sure that you spell, and grammar check your documents. These are all signs of how seriously you take the process and its importance to you.