How to Write a Self-Assessment?
While keeping these tips in mind can help you with writing a self-evaluation, few things improve the process like seeing an example firsthand. To that end, we've created a sample self-assessment to help guide you as you create your own.

**Strengths:**
- I am a dedicated employee who understands not only my role and responsibilities, but the larger mission of our business. I don't simply strive to do my job, but to help make this company a success.
- I am a good communicator who stays on task and helps rally the team when cooperation is needed to meet a deadline or solve a problem.
- I am a creative thinker who can come up with novel solutions and improve upon conventional ways of doing things.

**Weaknesses:**
- I am somewhat disorganized, which often impacts my productivity. I have been learning how to better manage my time and intentionally direct my efforts. While it remains a challenge, I have seen some progress and look forward to continually improving.
- Sometimes I do not ask for help when I could benefit from assistance. I am always willing to help my teammates, and I know they feel the same way, so I will try to be more vocal about when I need a helping hand moving forward.

**Core Values:**
- I believe in teamwork and cooperation to overcome any obstacle.
- I value respect and transparency between employees and managers.
- I value friendship and building warm relationships within the workplace.
- I strive to be a welcoming and helpful presence to my co-workers.

**Accomplishments:**
- I never missed a deadline in the past year and, in fact, often submitted my work early.
- I've gone above and beyond my job description to ensure our team operates at an optimal level, staying late and helping others whenever it could contribute to our collective goal.
- I created and delivered a presentation, stepping outside my comfort zone to do so. It was well received and bolstered my confidence regarding public speaking.
Goals:
• I would like to continue developing my presentation and public speaking skills. As a weakness that I listed on previous self-assessments, it is gratifying to see that I have made some progress on this skill set and I would like to double down on the growth.
• In terms of professional growth, I aspire to enter a managerial role. I enjoy working closely with my teammates and considering the bigger picture, and I often help direct resources in an efficient way. I could see myself as a manager who helps facilitate teamwork and encourages workers to do their best.

Feedback:
• I would like to be more involved in decision-making at the team level. I believe each team member has unique insights that supervisors cannot fully understand since their perspective is different, and I believe involving staff members in strategic planning could greatly improve results.

Keeping things simple and using short declarative bullet points is key to writing an effective self-assessment. While the exact nature of your self-assessment might vary depending on your industry or your job description, this basic model can help guide you when writing a self-evaluation.

Making performance evaluations a regular occurrence
Performance evaluations help everyone know where they stand and how they're performing, including in relation to the goals of the organization. Self-assessments cannot merely be an annual event. They are part of an ongoing and regular practice of reflection. If you look at a snapshot of performance, you are never going to see the truth. It's too easy to focus on an experience or event and then create an overarching story around performance.

Doing so will avoid "recency bias," or a type of tunnel vision that centers around recent events, rather than the big picture. It also creates an inclusive, give-and-take culture where employees are invited to participate in offering feedback to their managers as much as their managers offer them feedback. Overall, an inclusive and communicative workplace has a greater chance of succeeding