



Self Assessment Do's and Don'ts

DON'T.....

- ❖ Provide unbalanced feedback; this is your opportunity to play up your successes, but you should also be candid about areas that need improvement
- ❖ Use generalized or ambiguous language when describing your strengths and development areas
- ❖ Blame your company or manager for your weaknesses
- ❖ Gloss over or ignore areas where you need to improve your skills or performance; your manager is likely aware of them and will appreciate your candidness
- ❖ Be overly modest about your contribution to your organization; this is your opportunity to highlight your successes
- ❖ Don't worry about whether your self assessment will be the same as your manager's assessment of you so long as you can defend your personal opinion of your performance

DO.....

- ✓ Be honest and objective about your skills, commitment to work, and interaction with other employees
- ✓ View the self assessment as a tool to identify development needs in order to improve them
- ✓ Be able to defend to your manager why you believe your self ratings accurately reflect your performance by offering specific examples that illustrate your viewpoint
- ✓ Detail steps that you and your organization can take to improve your performance in areas you believe need improvement
- ✓ Highlight areas where you have exceeded expectations
- ✓ Frame your performance against your impact on organizational or divisional goals
- ✓ Identify areas in your skill set where you need to improve