Self-evaluations serve as a valuable tool in performance reviews, fostering communication, self-awareness, and growth. They contribute to a more collaborative and constructive relationship between employees and their managers, leading to increased job satisfaction and better performance outcomes.

Your manager may complete performance appraisals with you each year. As a student employee and for your future career, it’s good practice to regularly reflect on your own work quality as well.

**SELF-EVALUATION TIPS & BEST PRACTICES**

- Express pride when highlighting key accomplishments and successes
- Reflect honestly and critically on shortcomings and areas of opportunity
- Act professionally and focus on your performance, not team members
- Make the self-evaluation meaningful by carving out time and not rushing
- Provide detailed examples that tie to goals of your role/team/department
- Strive for growth by expressing ways you want to continue developing