



TIPS FOR EVALUATING YOUR PROFESSIONAL DEVELOPMENT

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