Self-Appraisals

Things to remember when completing a self-appraisal:

- You are your first and best advocate. State your achievements objectively and accurately, but don’t be shy about letting your supervisor know what you accomplished during the year.

- Don’t embellish your achievements. Be honest and detail your activities with specific terms. It may be tempting to give yourself high marks across the board, but it’s a little unlikely that you’ve done everything right.

- When it comes to addressing the negatives, be proactive about bringing up your “development area” in your appraisal.

- Share what you’ve learned by identifying the ways in which you’ve been able to enhance your skills and how they’ve helped you in your career development.

- Never state a weakness or a problem without a solution. It demonstrates that you’re taking responsibility and you can self-manage.

- Be conscious of your word choices. Try to use measurable objectives.