

Writing Your Best Self-Evaluation

An effective, self-evaluation will help you:

- Reflect on what you are doing well
- Learn more about your weaknesses
- Have an open conversation with you manager, including positive and constructive feedback
- Discover potential for future development in your role or even beyond your current role

To get the most from your self-evaluation and review conversation, your self-appraisal should be both:

- Open and honest
- Use examples and data (when possible) to highlight your hard work and accomplishments

Below is a general self-evaluation example that is shared in ways which are OK (neutral), better, and best. Take note of the elements that make the example “better” or “best”, e.g., sharing how your work contributed to the project.

- In your own self-evaluation notes, include these “better” and “best” elements, where possible
- Anywhere that your own honest self-evaluation reflection feels “neutral” or “better” is an opportunity that you can work on developing and improving in this upcoming year

Neutral (OK):	Better:	Best:
<p>“I worked on the ABC project and completed it on time.”</p>	<p>“I worked on the ABC project and helped my teammates design and test the new XYZ process, while remaining on time and under budget.”</p>	<p>“I worked on the ABC project and helped my teammates design and test the new XYZ process on time, and under budget by 15%, which led to XYZ outcomes for our department.”</p>
<p>Why is this neutral (OK)?</p> <p>This self-evaluation is OK. It tells your manager what you worked on; however, a list of tasks or projects suggests that you met expectations or did what you were asked.</p> <p>To make this better, add information on:</p> <ul style="list-style-type: none"> • What role you specifically played on the project and • How your efforts impacted the project, team members, patients, etc. 	<p>Why is this better?</p> <p>This self-evaluation is better as it shares more about the role you played, for example: “helped design and test.” It also highlights an outcome in that it was “under budget.”</p> <p>It is also “better” to highlight:</p> <ul style="list-style-type: none"> • Where you were willing to help out beyond your current responsibilities • Places that you shared ideas to improve <p>To make this “best”, add outcomes/results from the project, including specific numbers, such as improvements in clinical outcomes, patient satisfaction, team member engagement, financial results, etc.</p>	<p>Why is this best?</p> <p>This self-evaluation is best because it includes all important information from the Neutral and Better categories as well as specific outcomes.</p>

For more information about writing self-evaluations, see [this article from Indeed.com](#).