

## 6 Tips for Writing Effective Self-Appraisals

Thorough, ongoing documentation is the key to well-written Self-Appraisals. Use the following tips to increase the effectiveness of your documentation and thereby your Self-Appraisals:

1. **Make sure that you have a clear understanding of your responsibilities, performance objectives, and priorities; your organization's and manager's expectations; and how your results will be measured and rated.** If you don't, ask for clarification. Document any ongoing changes to your responsibilities, performance objectives, priorities, or measurements.
2. **Writing a Self-Appraisal is ongoing documentation; therefore, write while information is fresh in your mind.** Write at least weekly—rather than waiting to write at the end of each evaluation period. Keep a list of weekly accomplishments even if your manager or supervisor does not require you to submit Progress Reports or Lists of Accomplishments. Be fully accountable for the accuracy and completeness of your Self-Appraisal. Don't expect your manager or supervisor to remember everything you have accomplished.
3. **When you list accomplishments, use lots of concrete examples to support the level at which you perform and describe the benefit of your actions.** Explain the impact of your actions on your team and organization meeting business objectives as well as the impact on Customer Satisfaction—internal or external. Never take the importance of your achievements, accomplishments, and contributions for granted, or your manager and organization may as well.
4. **Keep your ongoing Self-Appraisal and other performance documentation in both a soft- and hard-copy file folder.** File thank you email and letters of commendation, notes about any cross training you completed, and certificates from courses completed. Document any special assignments that gave you exposure to other departments and new (to you) processes or procedures or that gave you an opportunity to assume a leadership role. Document any special teams or committees that you are a member of and explain your role and contribution. Include this information in your Self-Appraisal.
5. **Organize your content by using a copy of your organization's Performance Appraisal or Evaluation Form as a pre-writing "shell."** Enter your achievements as they pertain to your performance objectives and present facts and examples that support your demonstrating such Core Values as "Quality," "Productivity," "Job Knowledge," "Reliability," "Creativity," "Initiative," "Adherence to Company Policies and Procedures," "Interpersonal Communication Skills," "Team Contributions," "Customer Focus," "Decision Making," and "Problem Solving."
6. **Proofread your Self-Appraisal carefully.** Demonstrate your professionalism and attention to detail; eliminate any punctuation, spelling, usage, or grammar errors. Use your computer Spellchecker and Grammar Checker. Double-check the spelling of your organization's products/services and of people and customer's names. Double-check the accuracy of any dates and dollar amounts cited and your computations.

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