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Year end self assessment examples

Performance review 7 MIN READ Asking employees to do what's known as a self-evaluation is a normal part of the performance review process. In other words, we ask them to analyse and reflect on their performance and their contribution to the company throughout a given period and put it in writing. To ensure we receive accurate, complete and honest self-evaluations, especially when doing so for the first time, we recommend looking at other employee self-evaluation examples or use pre-designed templates. The HR team can also provide a script or questionnaire on how to write a performance evaluation self-evaluation as a reference for employees.Below, we take a look at some examples of self-evaluations for performance reviews to clear any doubts: Self-evaluation examples Harvey Mudd College proposes a questionnaire that enables the user to choose which questions they want to answer and customise their self-evaluation. The questions are also split into categories to make it easier to understand. Job description How would you describe your main responsibilities? Have these responsibilities changed over time Do you carry out any other tasks, and if so, which? Is there anything in your work you would like to change, and if so, how would you do it? What could your line manager do to help you be more successful in your job? How do you think your department could improve? Performance vs achievements What action have you taken to fulfil your responsibilities? Do you feel you've been successful during this period? Do you think you could have done anything better? How do you think you have contributed to our department during this period? What are your main strengths? In which areas do you feel you could improve? Objectives What objectives have you reached during this period? Which ones did you not manage to achieve, and why? What objectives do you propose for the next period? Do you think you need help or extra resources to reach these objectives? Professional development What training programmes have you taken part in? Are there any areas you would like to train in? Do you need extra resources or training to do your job? What could your line manager do to help you achieve your professional development goals? Self-evaluation sample answers Properly preparing the self-evaluation answers is just as important as having a script, as they will be a part of the company's final assessment. Some inspiration for possible answers: 1. Collaboration and teamwork Positive option: "I believe that my skills and my ability to work in a team have been valuable during this period. I have taken an active role in my department, working with confidence and expressing my ideas and opinions." Negative option: "I realise that I can be too controlling in a project, and I don't give other members of the team enough room to contribute or develop their ideas. I must learn to give others more space and let them take the initiative too." 2. Motivation Positive option: "I have consistently shown commitment and motivation ever since I joined the company. I meet set deadlines and objectives on time." Negative option: "As I'm a perfectionist, I think that I sometimes spend too much time on one task. I must learn to use resources more efficiently." 3. Leadership Positive option: "I feel that I lead my team by example. My actions are what defines my work." That's why I spend time thinking about how to solve the problems and challenges that may arise." Negative option: "Maybe I should try harder to promote the company's culture and values within my team. While I regularly hold meetings with this in mind, I should focus on boosting team spirit and collaboration." 4. Problem-solving Positive option: "I have demonstrated my problem-solving skills several times during my time in the company." I manage to solve difficult situations efficiently, always taking the rest of the team into consideration." Negative option: "I sometimes feel overwhelmed when having to make an important decision, so I ask others for advice. I need to work on my ability to solve complex problems." 5. Decision-making skills Positive option: "When faced with a difficult decision, I make a rational assessment of the positives and negatives, as well as the possible outcomes." I do research and seek expert advice to make an informed decision." Negative option: "When it comes to making decisions, I tend to fall back on past experiences instead of looking for new solutions. I should spend more time reflecting and avoid making the same mistakes." 6. Working under pressure Positive option: "I manage my time effectively to meet deadlines, however tight they may be." I have the ability to prioritise the most important tasks, and if I can't do it, I'll delegate to others who have the experience."Negative option: "Time management is one of my weaknesses. I usually leave the more difficult or least appealing tasks until the last minute. My attention to details gets worse as the stress builds." 7. Communication Positive option: "I value conversation and debate among colleagues. I actively listen to my team and encourage joint decision-making. I try to build positive relationships when communicating with clients." Negative option: "I need to work on my ability to deal with emotions and not let them affect my working relationships. I sometimes find it hard to communicate." 8. Adaptability Positive option: "I adapt to change and I try to do my bit during transitions." I appreciate feedback when things don't go well, I stay calm and positive."Negative option: "I must work on supporting change and avoid micromanagement. I find it difficult to take on new tasks or those that don't fall under my responsibility." 9. Negotiation and problem-solving Positive option: "I successfully negotiated (fill in as applicable) during this period which resulted in (add information about gains) for the company. I'm an analytical thinker which enables me to accurately assess situations and steer the conversation towards achieving results." Negative option: "While I feel I have progressed with my negotiation skills, I still think there's room for improvement. I approach meetings appropriately, and I always try to use active listening." 10. Emotional intelligence Positive option: "I'm aware of my strengths and weaknesses, which enables me to deal with emotions more easily. I try to understand and listen to everyone." Negative option: "I often feel frustrated, and I find it hard to communicate when faced with certain behaviours by other team members. I get distracted and don't take other people's opinions into consideration." Tips on how to write a performance evaluation self-assessment As well as taking these self-evaluation examples into consideration, below are some general tips that can be useful when writing the document. 1. Use numbers to your advantage Include figures that add value to your work, if possible. It's always better if you use numbers to speak for themselves. Also, a self-evaluation should include metrics and KPIs. For example:Wrong: "I achieved great success in 2020."Correct: "I exceeded my sales targets by 135% in 2020." 2. Mention results Don't take anything for granted or think that numbers speak for themselves. Mention and explain every one of your achievements during the period in question. Don't expect your boss to remember every single one. For example: "In the third quarter, the marketing campaign achieved twice as much visibility than the previous quarter." 3. Take the company's objectives into account One good way to stand out in your evaluation is to consider the company's objectives and explain how your work has contributed to achieving them. Find specific figures and justify them. For example: "I increased my own sales by 10% as part of the department's general sales strategy." 4. Record your achievements in real-time Make notes throughout the year in preparation for the self-evaluation. Record them regularly, or even at the time, instead of having to remember everything at the eleventh hour. If we don't think this system is feasible, we can also go back through the schedule to remind ourselves what happened at each stage. This is a good exercise for jolting the memory. 5. Take your time A well-written self-evaluation takes time. It's not something you can do in 20 minutes, nor in a day. Spend whatever time it takes to ensure that it shows your worth. Try to reserve a few days in your calendar before the deadline to work on the text. Performance reviews can be jitting for anyone, particularly when it comes to self-appraisal or self-evaluation. It is often difficult to analyze what to say and what to omit while writing a self-evaluation. This article will help you see how self-appraisal is essential to performance management and learn 50 phrases that you can use during your performance appraisal. Self-appraisal is also known as self-assessment, and it is a popular tool used by managers to assess their employees' performance. It is the opportunity for employees to shine and evaluate their own performance during the time of promotions or feedback. These performance appraisal processes act as a bridge between the expectations set and the performance. These assessments create a medium for open communication, improved interpersonal skills, and opportunities and developments in the workplace. It provides employees the chance to discuss personal issues and their progress. Also, it helps an employee to showcase their skills with team members and show their managers their potential—a type of self-criticism an employee needs to maintain healthy work progress. Now that you have known about self-appraisal comments let's delve a little deeper into it. Benefits of Self Appraisal Self-appraisal is a significant part of your performance review, because it reflects your self-awareness and professional development. As an employee, it is important to be self-aware because you become conscious about your strengths and weaknesses and how others perceive you. Higher the sense of awareness, higher the chances of having better self-confidence, stronger relationships, and enhanced decision-making and problem-solving skills. Self-awareness helps you improve on an individual level and grow professionally which impacts the company's growth as well. Research by Kerry Fong Institute shows that employees working in poor-performing organizations had 20 percent more blind spots than employees who work at financially equipped organizations. First and foremost, when you are writing a self-appraisal for yourself, you must keep the following factors in mind. What you must continue doing: Remember to mention your contributions towards the team, your accomplishments, time management, and work efficiency. Recognize your blind spots: Understand what affects your peers or managers negatively with your specific doings. What you must start doing: Now is the time to start doing new projects to come out of your comfort zone. Once you've done this analysis, you are ready to write your self-evaluation comments. Now, without further ado, let's take a dig at 50 sample self-appraisal comments you can use on your next performance review. Communication With strong communication skills, I communicate my expectations to my team without being imposing. I can communicate effectively on various levels in our company. I can take and give constructive feedback and deal well in sensitive situations. I convey my ideas and opinions effectively to different teams and individuals. I share information transparently with peers for team success. I can communicate with clients with a convincing speech. If my peers have done an excellent job, I never fail to appreciate them, either personally or publicly. Job Performance I am proud of my job, and I value my responsibilities. I never hesitate to participate in challenging tasks and go above and beyond. I take my job responsibilities seriously and believe in working in a team-oriented work environment. With sheer dedication, I have exceeded my (mention your goal) performance goal by (mention the numbers). I have decreased (e.g. costs and customer churn) by (insert specific number here) percent. I always challenged myself to become a better performer every day. I gladly help my peers by collaborating and assisting them in difficult situations. Reliability I never fail on my commitments and continuously keep them informed about the challenges I incur. I have completed (Add numbers) percent of my decided deadlines. I refrain from procrastination and possess good time management skills. I tend to plan and prioritize my meetings with clients and the team. I am always on time and always start my day with enthusiasm and positivity. I never hesitate to seek guidance from my leaders whenever necessary. I follow proper email etiquette while replying to customers and peers. Customer Orientation I can very well handle irate and hostile customers by (explain your tactics). I actively listen to customers to decipher their point of view.' I never fail to update our customers about the recent ongoings and products. I have achieved a total of (specify numbers) on my customer service survey. I work continuously to enhance the customer experience (mention the examples) I always try to think from the customer's point of view to understand their psyche and perspective towards us. Innovation and Creativity I keep looking forward to improving our work processes continually. If you noticed, my idea of (mention the idea) has been a success, showing my creativity. I have an eye-for-detail and always think out-of-the-box while looking for solutions. I still collaborate with the team while brainstorming and come up with new ideas. I faced multiple challenges like (mention the challenges), but I successfully tackled it by (mention the solution). I try to think from everyone's perspective and find solutions that benefit everyone. I can adapt to new predicaments quickly and open to possibilities. Growth and Development My personal goal is my priority, and I set my personal development. I keep myself updated with recent trends and apply them in my work regularly. My commitment to my work adds to my personal growth, and I believe in training to improve my skills. I continuously seek opportunities to connect with employees from various fields. I take progressive steps towards achieving my goals and visualize my long-term plans. I am a quick learner and can quickly adapt to changes. I am curious and always tend to learn new things. Opportunities for Improvement Even though I am transparent, I have noticed my team doesn't think I am, and I will work on it further. I have a knack for customer service, yet I need to follow up more often, and I am continually working on it. I always have positive thinking, yet some people find it difficult to hold a conversation with me, and I want to break this misconception. I have good communication skills, but I need to work on my public speaking skills as it gets difficult to interact with large groups sometimes. Sometimes, I tend to get stuck with only one task; I need to enhance my multi-tasking skills. I have many ideas to share, but sometimes I feel shy to share everything. I know my team's needs, yet sometimes I fail to work according to the work calendar. Even though I am a happy-go-lucky person, people still mistake me for being arrogant and rude. Even though I value my peers, I can sometimes come across as unapproachable. Sometimes, I forget to probe and ask for suggestions and keep working solo; there, I need to improve and become more proactive. Conclusion Writing self-appraisal comments can sometimes become tedious and lengthy, but it holds immense importance in one's personal growth and company growth. For your next performance review, remember to put some of these phrases into practice and let us know if it was helpful.

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