



# How to Write a Good Self-Evaluation

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Soft Skills Gym - Group Coaching Call

# Call Agenda

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## Introductions / Call Logistics

- Why invest time in writing a good self-evaluation
- Common mistakes to avoid
- Most common self-evaluation format
- 5 in-depth tips to writing a good evaluation
- Self evaluation examples

## Wrap Up

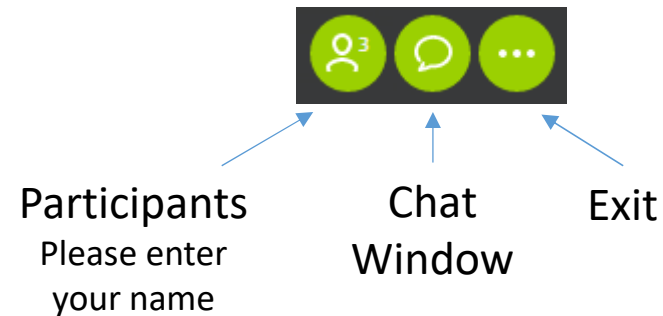


# Introductions

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**Welcome Everyone! – Let's get to know each other**



**Use Chat on join.me to answer these questions**

Where are you calling from?

What is your total years of work experience?



# Call Logistics

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- Voice and Online call
- Recorded - will send out recording
- Interactive – Ask questions anytime by Phone or Chat
- Stay on Topic – How to Write a Good Self Evaluation

Let's get started!



# Why Invest Time

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- Q:** What are the benefits of writing a good self evaluation?
- A. More visibility / shape their perception – remind manger and senior folks your accomplishment and skillset and value
  - B. Set a good example for your team
  - C. It's goes on your permanent record – okay to brag
  - D. Influence your final rating
  - E. Tell your side of the story
  - F. Show self awareness and openness to improvement



# Most Common Mistakes to Avoid

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- Too general
- Complaints
- Too humble
- Too verbose
- No development areas



# Most Common Self Evaluation Format

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- One page – in Microsoft Word
- 4 sections
  - ✓ Key Accomplishments
  - ✓ Strengths
  - ✓ Development areas
  - ✓ Self-rating



# 5 In-depth Tips to a Good Evaluation

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1. Okay to brag – (as long as it's supported by facts)
  - Be specific with results, be concise
  - Include both work and extracurricular accomplishments
2. Write a balanced review
  - 4-5 accomplishments
  - 4-5 strengths
  - 2-3 development areas
3. Strengths – use job descriptions for inspiration
  - Focus on key skills you demonstrate at your level and the next level
  - Focus on both hard (e.g., expertise, problem solving, analytical skills, etc) and soft skills (e.g, leadership, teamwork, communication skills)
4. Development areas - Don't be too hard on yourself but be honest
  - List the top few – especially ones your manager already highlighted to you or may highlight in your review
  - Show your understanding of what you need to do to improve
5. Round up your self-rating



# Key Accomplishment Examples

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- **Project xxx successful launched – budget \$1.8MM** – Led successful launch for Line of business (LOB) A, after two years of effort across 3 LOBs. This launch enabled up to 12MM customers annually to save 5 minutes each. Due to this effort, our Keynote service ranking for the year jumped from #6 to #2.
- **Project yyy - budget \$800K** - Project is on track for launch on x date – Project definition document completed in 2.5 weeks, pricing committee approval achieved in March and Business requirement document completed ahead of schedule. Project will improve xxx customer experience, save \$500K a year after launch, and centralize xxx policy to reduce operational risks.



# Key Strengths Examples

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- **Recognized thought leader and Subject Matter Expertise** for xxx (list the expertise areas) by these functional teams (list them)
- **Innovative problem solver** – resourceful, collaborative, and creative in working with business stakeholders and technical teams in solving detailed execution challenges (e.g., put 1-2 examples)
- **Effective relationship builder** – effective in maintaining a robust AA/BB partnership I developed since (insert year). Built effective relationships with x departments (list them)

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# Key Development Area example

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- **Further hone relationship skills** – Recognize bullies in relationships and learn to better stand my ground. Avoid unintended collateral damage. Better recognize my audience and tailor approach.
- **Simplify communication for leadership** – I do this well in some setting like governance and pricing committee presentations but can still do better in other situations especially when I know too much details about the issue.



# Q&A – Open discussion

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# Wrap Up

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Thank you for Joining this call!

- Please help me and fill out this 2 min survey now.  
<http://bemycareercoach.poll daddy.com/s/group-coaching-call-feedback>
- I will email you the Link to this call recording

Best Wishes!

