**SELF ASSESSMENT PREPARATION TIPS**

**Gather your thoughts-** The self-assessment is a critical tool for fostering conversation and improving communication with your managers and peers. Self-assessments provide employees with the opportunity to analyze your strengths and weaknesses in the context of a formal performance appraisal. Discuss what important projects have been completed, share new skills and techniques acquired and highlight work that has been done since the last performance appraisal.

**Be proud-** The main goal of the self-assessment is to highlight your accomplishments. Employees need to ensure that the work they are most proud of is highlighted in the self-assessment. Point to specific tasks and projects that highlight your best work. When describing those accomplishments, be sure to emphasize the impact each of those achievements had on the College as a whole. Accomplishments listed should connect with College objectives.

**Be concise-** While employees might be inclined to write about each step of the successful project or task, it's best to be brief. The work should stand on its own.

**Be honest-** Honesty is another critical aspect of writing a self-assessment. It's more than likely that the manager knows when a good job was done, so trying to highlight a project or task that was just OK, rather than great, won't have much impact. Part of being honest also means pointing out some areas that could be improved.

**Think about career development** -Use the self-assessment as a time to communicate career development interests. Be proactive- if you don't ask, it likely won't happen.

**Be professional-** Employees need to always be professional when writing a self-assessment. This means not using it as an opportunity to be negative towards your manager for poor [leadership skills](http://www.businessnewsdaily.com/2727-leadership-styles-skills.html) or criticize co-workers.

**Communicate openly with your manager-**Finally, if the performance appraisal process reveals weaknesses that may be holding you back, don't be afraid to ask for help. Like admitting your weaknesses, asking for constructive feedback from managers can help cultivate strong work relationships.