Self Evaluations: Helpful Tips for Success

With reviews right around the corner, here are a few tips to help you through your review process.

- Keep in mind your review is a communication tool between you and your manager.

- If you are asked to do a self-evaluation, please note self evaluations are optional, not mandatory. If you opt to do one, please remember to sell yourself on the self evaluation. Use the self evaluation process as an opportunity to remind your evaluator of all your strong points!

- Have someone you trust read your self evaluation to make sure it is positive and accurate prior to turning it in. There is no requirement that you mention things you don't do as well. Don't remind your evaluator of specific instances where your judgment wasn't at peak performance.

- Your self-evaluation is a work related item and needs to be worked on at work. Do not take home to complete. If you do not have time due to the amount of work, you can always request overtime to finish your self evaluation. If your manager is really interested in seeing this document completed, then your manager can help you find the time to complete it.

- Be prepared when receiving your review. Have you walked on water in the past year more than once? If not, then be prepared for less than “excellent” in all categories. Know that going into the process, and you might feel better about the outcome.

- There are no raises attached to your review at this time. So, even if you did somehow walk on water all those times, expect a "good job, keep up the good work, wish we had money to give you, but we don't."

- If you receive a poor review, you do not have to agree with it, and you can always rebut the review. See a Union Steward about that process.

- If your review states that you "need improvement" request step by step instructions how to improve, in writing, from your reviewer.

If you have any questions about this process, please contact the Chapter Union Steward at http://www.csusm.edu/csueu/.