

## **Preparing an Effective Self-Evaluation**

A self-appraisal or self-evaluation is your opportunity to reflect on your work, document accomplishments, and provide context for your performance over the review period. Thoughtful preparation helps ensure your contributions are fully understood and accurately evaluated.

Start early. Drafting your self-appraisal over time—rather than all at once—allows for more thoughtful reflection and a stronger final product. Pro tip: reserve time on your calendar each week to review your accomplishments and progress for anything you might want to document during your annual self-evaluation. At the end of the year, you'll be done!

### **1. Understand the Purpose**

- Chapman's performance appraisal process has a two-fold process: to track progress toward the goals you set a year ago and provide an opportunity for you and your supervisor to have a structured discussion about your professional performance and development.
- Performance appraisals are an opportunity for reflection, recognition, and growth. They support open communication, clarify expectations, and help align contributions with organizational goals, while fostering continuous learning and professional development.
- Think of your self-evaluation as a professional narrative that complements, not replaces, your supervisor's evaluation. It should support a productive, forward-looking performance conversation while at the same time recognizing your significant achievements and progress towards goals and aspirations during the review period.

### **2. Review Expectations and Goals Before Writing**

- Review the form/link.
- Revisit your job description and performance criteria
- Review individual goals set at the beginning of the review cycle
- Note any changes in scope, priorities, or responsibilities

### **3. Focus on Impact and Results**

- When you are ready to write, move beyond listing tasks. Describe what you did and explain why it mattered
- Highlight outcomes or impact. When possible, include concrete evidence such as metrics, deliverables, feedback, or examples (e.g., improved processes, student outcomes, successful initiatives, or collaborative achievements).
- Demonstrate alignment with Chapman's priorities or mission.

### **4. Be Balanced and Honest**

- Strong self-appraisals acknowledge both strengths and challenges.
- Demonstrate self-awareness and accountability
- Frame challenges constructively by emphasizing what you learned or how you adjusted.

### **6. Connect Past Performance to Future Goals**

- Suggest goals for the next review period
- Identify skills you want to develop, and training needed, that would help you achieve those goals.