

Self Evaluation

Scenario



Human Resources
Employee Development

B
Building Relationships

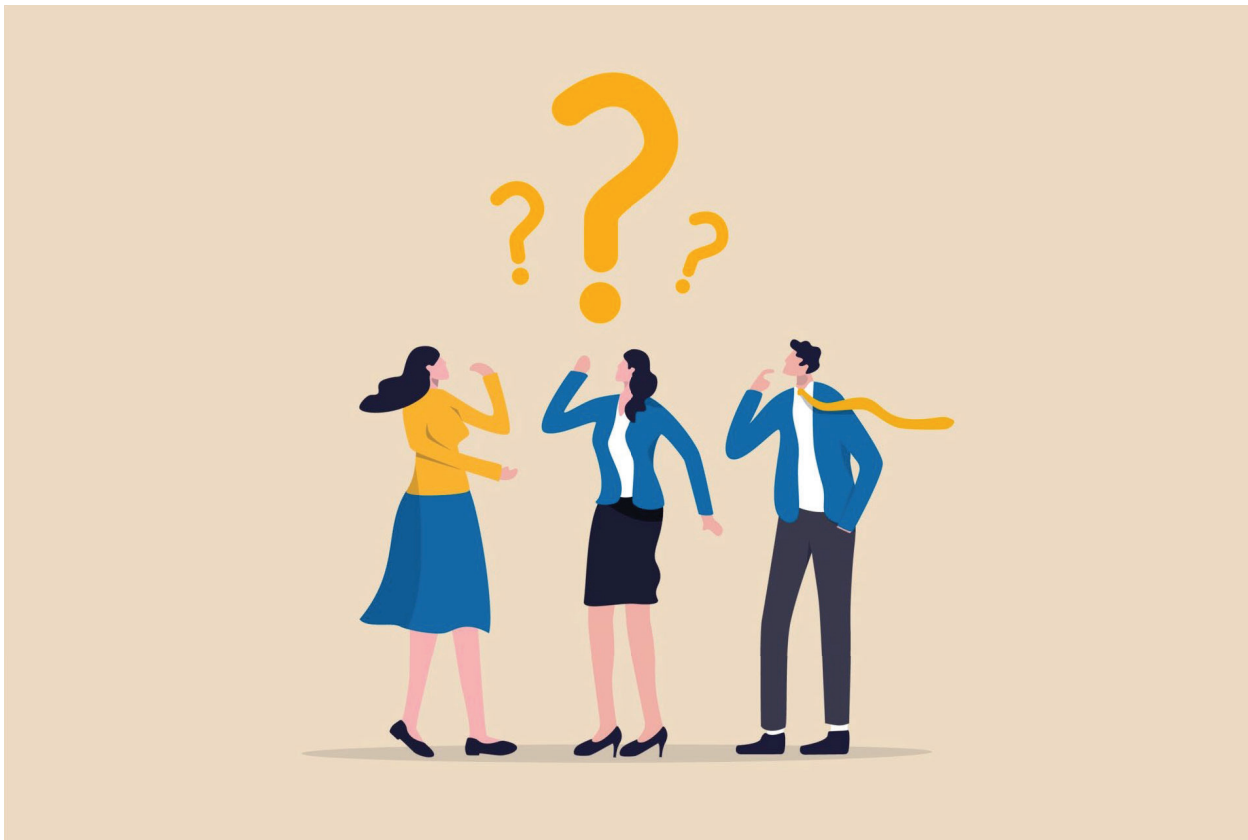
A
Achieving Results

Trainer Introduction



- **Alexandra Rollins**
- **Title: Director of Employee and Organizational Development**
- **Department: Employee and Organizational Development**
- **Year @UC: 7 years**
- **Previous Experience: 5+ years of experience in Organizational Development, Consulting, Training and Leadership Development**

Why self-evaluations are important for employees



“If you don’t plan, you won’t be there. Things don’t happen by accident.”

A
Achieving
Results

B
Building
Relationships

Key Benefits

- Through self-assessment, employees can gain:
- Higher engagement in the appraisal process
- Higher confidence
- Higher adaptability
- Higher opportunities for growth
- Higher problem solving skills
- Higher accountability
- Higher feelings of value
- Highlights skills and aspirations



How you can best prepare for and set yourself up for success when completing your self-evaluation

Prioritize

Schedule time in your calendar and plan ahead

Don't rush through it

Tell a story

Be invested in your success

Be honest

Treat this as an opportunity and not an obligation

Highlight your accomplishments

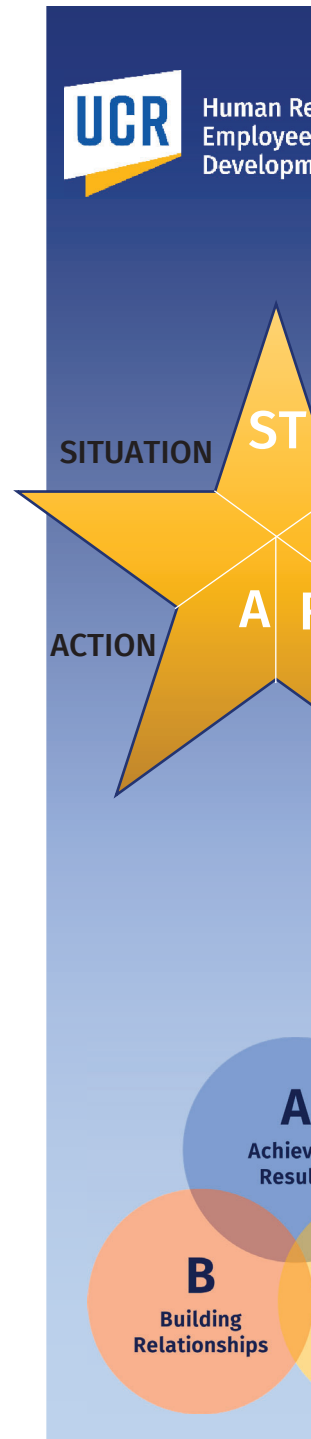
Keep a good record



Discussing your self-evaluation with your supervisor

S T A R

Situation	Task	Action	Result
Describe the situation and how you meet your critical element	Describe what you did to create the results you achieved	Describe the actions you took that contributed to your results	Describe the positive result and how it is beneficial



TAR Model

Situation

What was the situation I faced?

Task

What was my task in that situation?

Action

What activity/action did I take?

Result

What result(s) did my action(s) produce?

Employee assessment through SWOT

A vertical stack of four blue circles, each containing a white letter. From top to bottom: 'S', 'W', 'O', 'T'.

S

- What are the employee's positive qualities?
- What achievements have they made?
- What resources do they have at their disposal?
- What sets them apart from others?

W

- What makes it difficult for the employee to achieve their goals?
- What specific areas need improvement?
- What resources (technology, training, etc.) are lacking?

O

- Are there external resources the employee can leverage?
- What current economic or market trends can benefit them?
- How can they capitalize on emerging technologies?

T

- Is the market expected to be turbulent?
- Are there new competitors on the horizon?
- How does the industry view the employee's performance?

A
Achiev
Result

B
Building
Relationships

OT Analysis

		Internal factors	
Positive	Strengths What am I enjoying doing? What are my unique skills? What are skills that I have but others don't? What do others see as my strengths? What are my main achievements? How would I like to see my career develop?	Weaknesses What stopped me from achieving my goal? What do I need to improve to achieve my goal? What are my bad habits?	Negative
	Opportunities How can my network help me with my future career? How can my skills fill the need in the industry that I want to work in? Is there any significant change in the industry that I can take advantage of?	Threats Is my personality hurting my career path? Are my peers doing a better job than I do in the same position? Are there any skills that my competitors have that I don't? What aspects of my job am I dissatisfied with?	
		External factors	

Steps to prepare for the next performance appraisal cycle

Create a system for recording accomplishments throughout the year

Once a week/month make a note of significant items

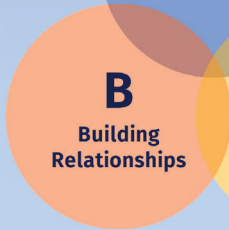
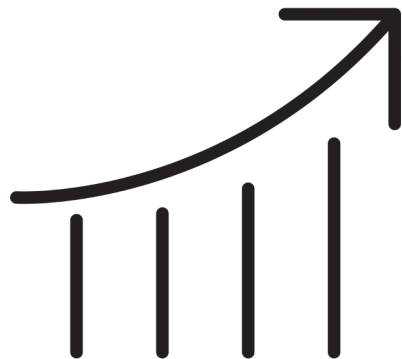
Keep track of important tasks/projects on your outlook calendar

Goals you should set for the next review period

Reflection

Are you better in your job today than you were a year ago?

What Made YOU better?



Thank You