

Tips for writing your Self-Evaluation A Guide for Employees

Purpose

Completing a self-evaluation allows you to contribute to the performance discussion. It encourages you to look objectively at your performance over the past year. It also allows you to help identify gaps in resources and development needs, document the accomplishment of your annual goals, and relate your job functions to the USG Core Values and IB; Institutional Values. Ultimately, it is meant to facilitate the two-way communication that should occur during the

Five Point Rating Scale

Not Successful

Performance in this area is consistent and does not meet