

# Ten Tips for Writing Your Own Performance Review

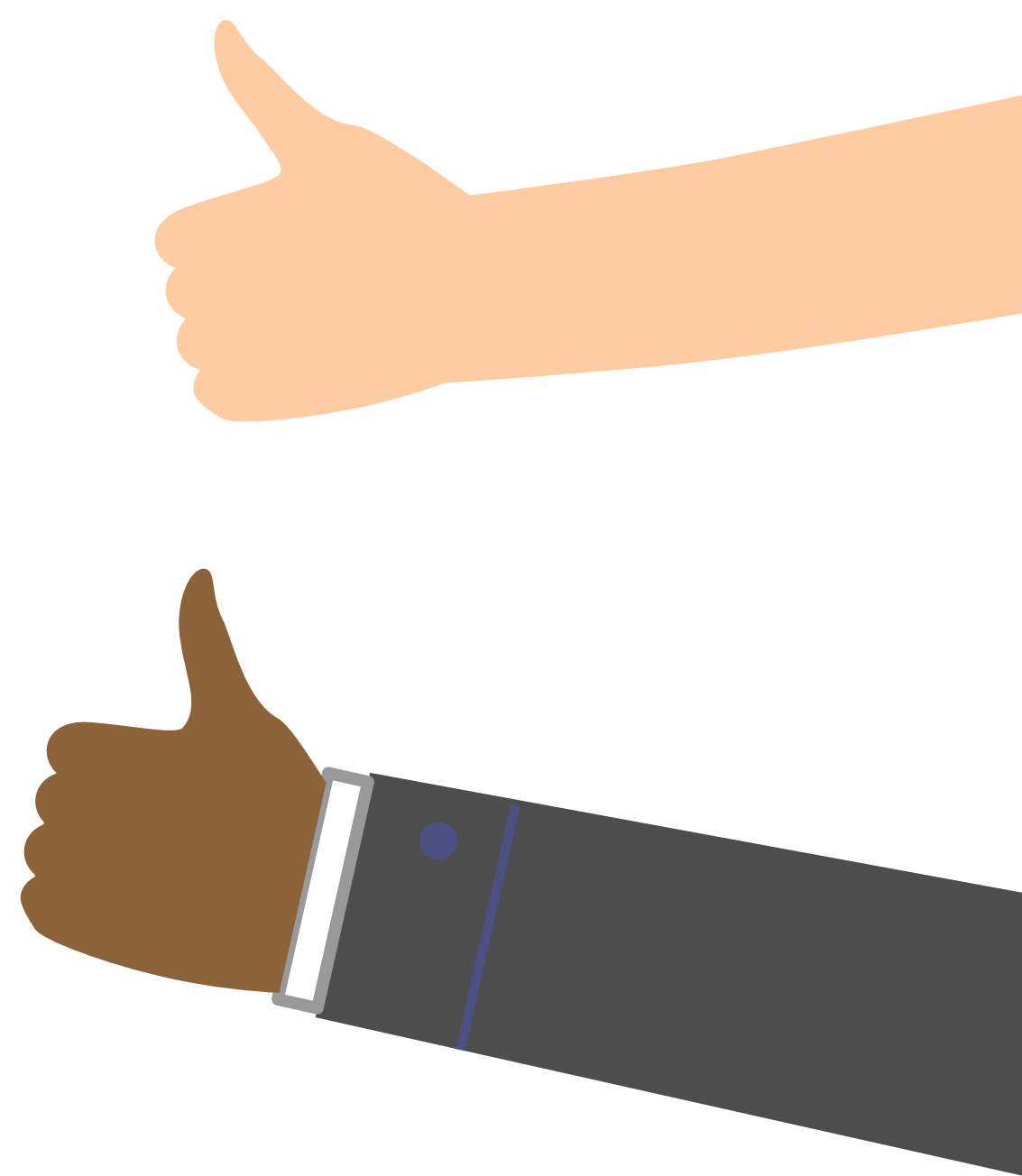


## Presenting your best self in your self-review

Your HR department or manager may require a self-evaluation as part of the company's annual review process. While this task may have you feeling stressed out, consider how you can use it to your own benefit.

You want to be straightforward—in other words, don't lie—in your self-appraisal. But do take the opportunity to strategize for best results. Here are ten tips to consider:

## Does your company require you to write your own performance review?



To maximize the experience, here are some tips to consider:

1

**Show off your highlights.** You achieved things over the last year, and here's where you can boast with grace and diplomacy. Toot your own horn, taking care not to put anyone else down in the process.

2

**Jog your memory.** Your boss, or even you, may not remember all your projects and contributions, especially things that happened right after the last review. Review your emails and files so you can present a truer record of what you did.

3

**Write conversationally.** To create a constructive dialogue with your supervisor, don't be stuffy—write in a casual style that feels as natural as the verbal back and forth that will follow.

4

**Ask colleagues for feedback.** What do they think of your performance, good and bad, and what do they see as areas where you could improve? Avoid including gushy platitudes or overly critical comments, as these may take away from a positive review.

5

**Be objective.** You haven't done everything right, so don't give yourself top scores in every category. Use facts, figures and specific dates to illustrate how you've benefited the company, such as with increased revenue, decreased expenses or saved time.

6

**Don't use the self-review as a bargaining chip or pick a fight about compensation.** Instead, be clear about your accomplishments.

7

**Showcase your actions, not feelings or opinions.** Comment on your ability to get along with others, not your sparkling personality. Discuss specific growth and improvements, not your feelings about your job.

8

**Suggest specific improvements.** Bring up ideas you have for how you can do your job more effectively. This isn't presenting a weakness—it's a mark of strength and professional maturity to identify where you can improve.

9

**Include performance goals and action plans.** Be as specific as possible, listing the tasks you plan to achieve, which will help you focus on your development.

10

**Write more than one draft.** This will be part of your permanent employment record, so be thorough and professional in your approach and language.