

Writing Self Assessments – More Tips on How to Do It!

- Be confident, not arrogant. Write in such a way that raters will want to listen.
- Highlight your contributions and accomplishments, in a humble but direct fashion.
- Do not exaggerate, do not boast.
- Simply lay out the facts, enthusiastically.
- Ask yourself - are you doing things that make a difference and are worthwhile?

Tip of the day: Draft your self-assessment. THEN – revise it!

a. If you write your accomplishments according to what your job objective and the corresponding performance indicator/factors describe, congratulations, you've likely just reached Level 3. If you are in the upper pay range, then receiving a Level 3 rating with 1 share should not be a surprise. If you believe you exceed that, the proof should be in your write up. Supporting documentation should back it up. The facts don't change, but the manner in which you communicate those facts, especially to a panel of pay pool members who may be totally unfamiliar with your work, can make a huge difference - in pay. It makes a difference in the self-assessment to carefully analyze the relationship between the written objective and the levels of performance as described by the performance indicators and contributing factors. For instance, when applying the contributing factors, employees do not realize that in order to have an upward adjustment on your basic rating they have to describe performance that not only EXCEEDS the Expected level, but actually REACHES the Enhanced level. There is a no man's land in between that gets you no where. So, if you believe that a contributing factor should increase your job objective rating, be sure to describe performance that actually reaches the "Enhanced" definition, not just exceeds the "Expected" definition.

b. After your first few revisions, go thru your self-assessment again and do a "verb clean up". Just look at your verbs. Don't short change yourself by using words like "supported" and "helped" when you could use "strategized" and "co-authored".

c. When your verb clean up is done, go thru the draft again and do an "adjective and adverb clean up". You can get some great mileage here.

d. As a finishing touch, revise your self-assessment one more time and add the IMPACT of your hard work. Did you save many people from doing the same work? Did you avert a disaster? Did you receive recognition? Did processes or service improve? Did customers express satisfaction? Add a succinct impact statement to your accomplishments.

Remember, some rating panel members might be unfamiliar with your type of work or what it really affects. They can't be expected to imagine the unstated impact. Don't leave the pay pool panel asking themselves, "So what?" Lay it out.

You would be amazed how much you can improve your self-assessment by taking these incremental steps.