



Get Rid of the Pain of Writing a Self- Assessment for Good!

**14 remedies to change
your mindset**

Dr. Elizabeth A. Carter



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**Excited about writing
your self-assessment for
your year-end review?**

At some point in your career, your employer is probably going to ask you to write a self-assessment.

It's a routine part of the annual evaluation process at many companies. It is also the part employees struggle with the most.

The ebook helps you consider five benefits of this important tool and nine strategies for evaluating yourself effectively.

Enjoy!

Benefits of Writing Your Self-Assessment



#1- You Feel More Confident.



A woman with dark hair pulled back, wearing a white business suit, is looking down and slightly to the left. Her expression is thoughtful or focused. The background is a plain, light color.

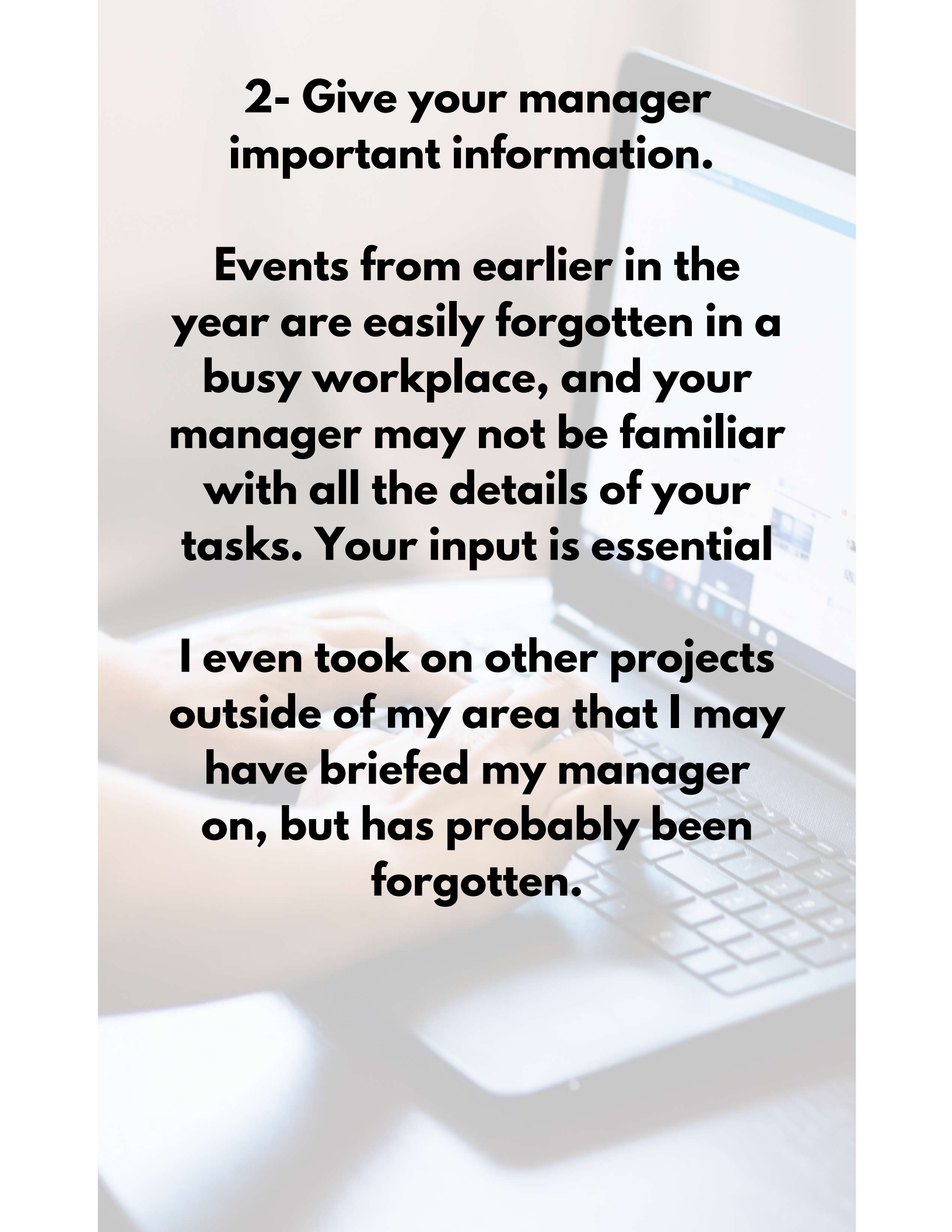
1. Feel more confident.

Reviewing your own work positions you to be better prepared for the upcoming discussion with your supervisor.

There may be fewer surprises that could catch you off guard, and/or you are prepared for a conversation on the areas you know you were less successful.

#2- You give your manager important information.





2- Give your manager important information.

Events from earlier in the year are easily forgotten in a busy workplace, and your manager may not be familiar with all the details of your tasks. Your input is essential

I even took on other projects outside of my area that I may have briefed my manager on, but has probably been forgotten.

#3- You have tracked your progress.



3-Track your progress.

You can learn a lot from how others see you, but it's also important to take your own measure. Rate how you're doing on the elements of your job that are most meaningful for you.

I suggest creating your own tracking reports. Not every metric may be monitored in formal reports done by the company.

#4- You can clarify your goals.



4- Clarify goals.

Remember that one purpose of an evaluation is to help you do your job well in the year ahead. Review your current goals and adjust them as needed.

Has there been a year when your goals didn't change mid-year? Probably not. Ensure you reflect on current, past and future goals.

**#5- You can
strengthen your
career prospects.**





5-Strengthen your career prospects.

Listing your accomplishments helps you make the case for taking on more responsibilities or getting a promotion. It may also prompt you to explore other openings.

This is very important to align what you have done to the qualifications of another position of interest.



**NO!! Not year-
end review time!!**

A woman with dark, wavy hair, wearing a light-colored blazer over a dark top, has a shocked expression with wide eyes and an open mouth. The background is a plain, light color.

**Is this how you react when
you receive that email from
your Human Resources
Department?**

**I know I did, and I would
procrastinate both writing
my own self-assessment and
my staffs' reviews.**

**Here are some strategies to
alleviate the pain.**

Strategies for Making Your Assessment More Effective



#1- Relax first.



A person with dark, curly hair and glasses is shown in profile, wearing large white headphones. They are looking down and to the right with a slight smile. The background is a soft, light blue. The text is overlaid on the image in a bold, black, sans-serif font.

1-Relax first.

It's natural to feel tense about being under review. Take a walk or play gentle music to put yourself in a positive frame of mind.

Having your favorite drink (no judgment) also helps. I would suggest not writing after having a bad day.

#2- Make it an ongoing task.



2-Make it an ongoing task.

Jot down your major accomplishments each week. It's much easier than trying to remember them all twelve months later. Sticking to this routine will also make it evident that you're diligent all year.

If you need a more formal process, make this a recurring event in your calendar

#3- Put it in writing.

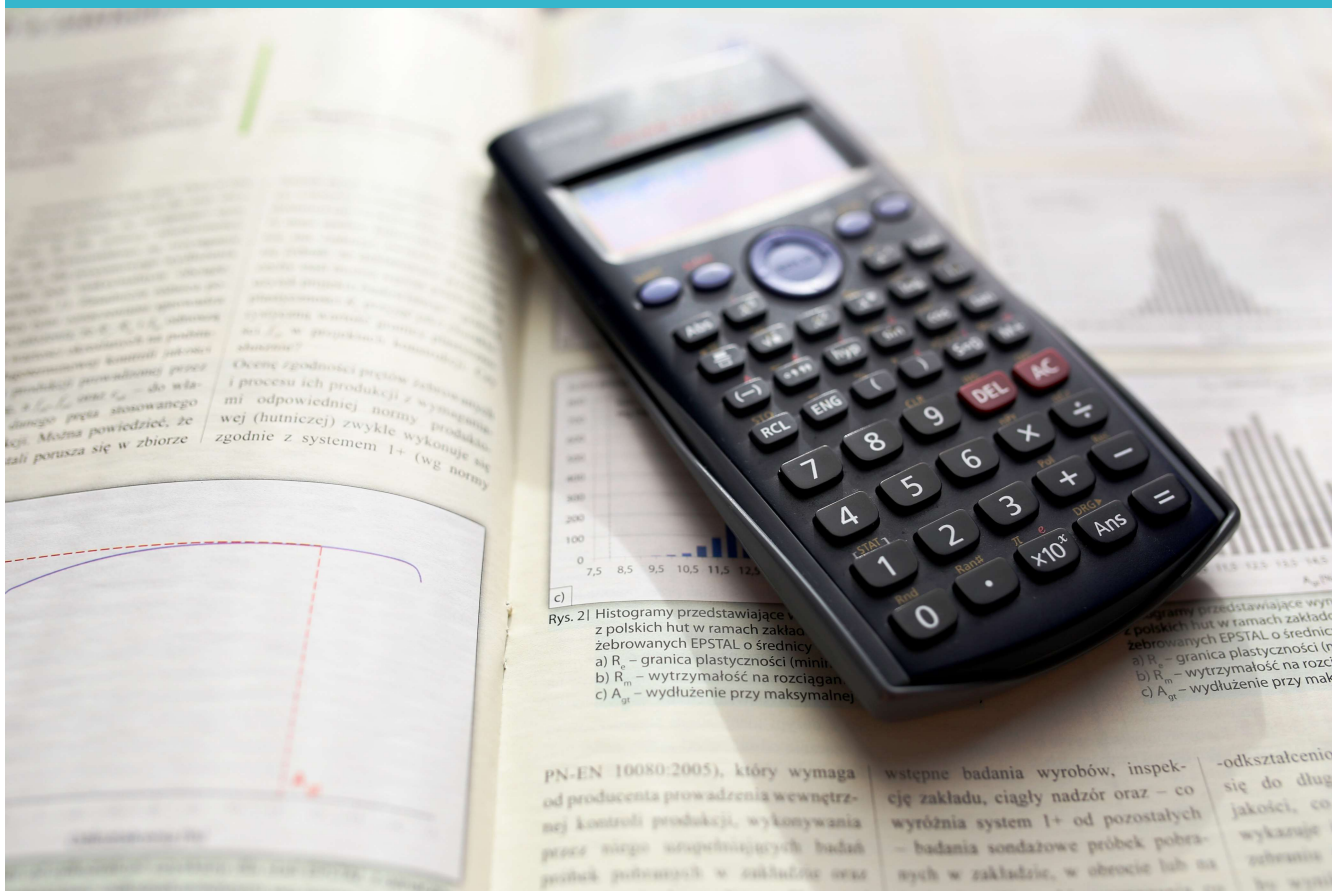


3-Put it in writing.

Even if your employer lacks any requirements for a self-evaluation, you're better off volunteering to do one. That will be impressive and shows commitment and focus.

Offer your supervisor a list of the items you feel are important, especially those that align to the mission and objectives of the organization.

#4- Quantify your contributions.



Rys. 21 Histogramy przedstawiające wyniki badań mechanicznych z polskich hut w ramach zakładu żelaznych EPSTAL o średnicy 100 mm. a) R_p – granica plastyczności (min), b) R_m – wytrzymałość na rozciąganie, c) A_{gt} – wydłużenie przy maksymalnej

wyniki badań mechanicznych z polskich hut w ramach zakładu żelaznych EPSTAL o średnicy 100 mm. a) R_p – granica plastyczności (min), b) R_m – wytrzymałość na rozciąganie, c) A_{gt} – wydłużenie przy maksymalnej

PN-EN 10080-2005), który wymaga od producenta prowadzenia wewnętrznej kontroli produkcji, wykonywania przez niego uzupełniających badań próbek pobranych w zakładzie oraz

wstępne badania wyrobów, inspekcję zakładu, ciągły nadzór oraz – co wyróżnia system 1+ od pozostałych – badania sondażowe próbek pobranych w zakładzie, w okresie lub na

-odkształcenie się do długiej jakości, co wykazuje

4-Quantify your contributions.

Speak in concrete terms about how you've increased revenues and reduced costs. Find ways to really measure your impact on the company. It's possible for any position, whether you work in sales or accounting.

You can also find qualitative measures to share your impacts.

#5- Document your successes.



A background image showing a hand holding a pen and writing on a document. The text is overlaid on this image.

5-Document your successes.

Bring along proof to back up your statements. Save flattering emails from clients and colleagues. Take before and after pictures of the work areas you reorganized or the brochures you designed.

I have a 'kudos' folder where I store all my proof.

#6- Propose solutions for weaknesses.

A chalkboard with the word "Problem" written in white chalk, crossed out with a red marker. Below it, the word "Solution" is written in white chalk.

~~Problem~~
Solution

6-Propose solutions for weaknesses.

Of course, it's important to address the whole picture. For every area where you aren't as strong, lay out your plans for boosting your skills.

Your manager will see right away the goals you haven't addressed. Declare the areas of opportunity and lead the conversation.

#7- Ask for additional resources.



7-Ask for additional resources.

This is the time to request the support you need. Explain why a certain seminar or subscription would be worth the investment.

Also investigate tools that the company may have purchased licensing to use internally like Udemy or a paid association membership.

8- Hand your materials in early.

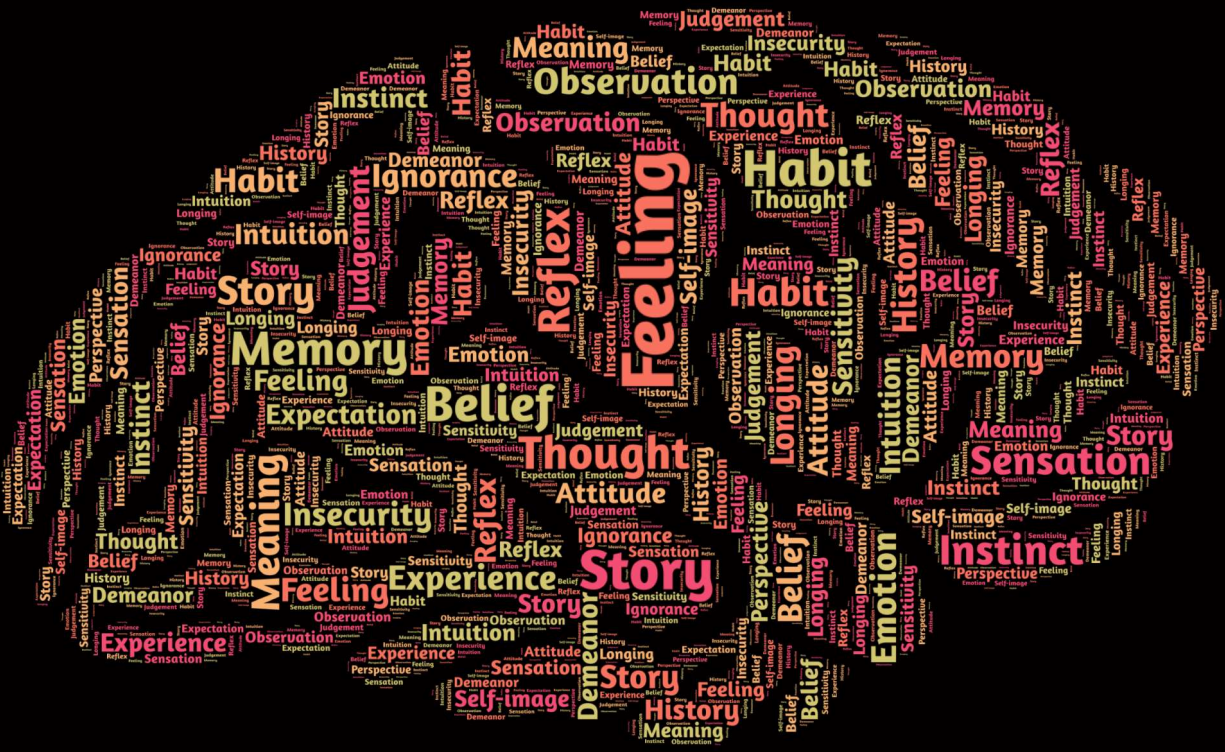


A blue alarm clock is visible in the background, along with a green plant. The text is overlaid on this background.

8-Hand your materials in early.

Prepare your evaluation well in advance of meeting with your supervisor for your formal review. It will give them more time to process your input. Managers often consult a variety of sources in order to write employee evaluations, so they may need a chance to reconcile different viewpoints and explore new information.

#9-Listen with an open mind.

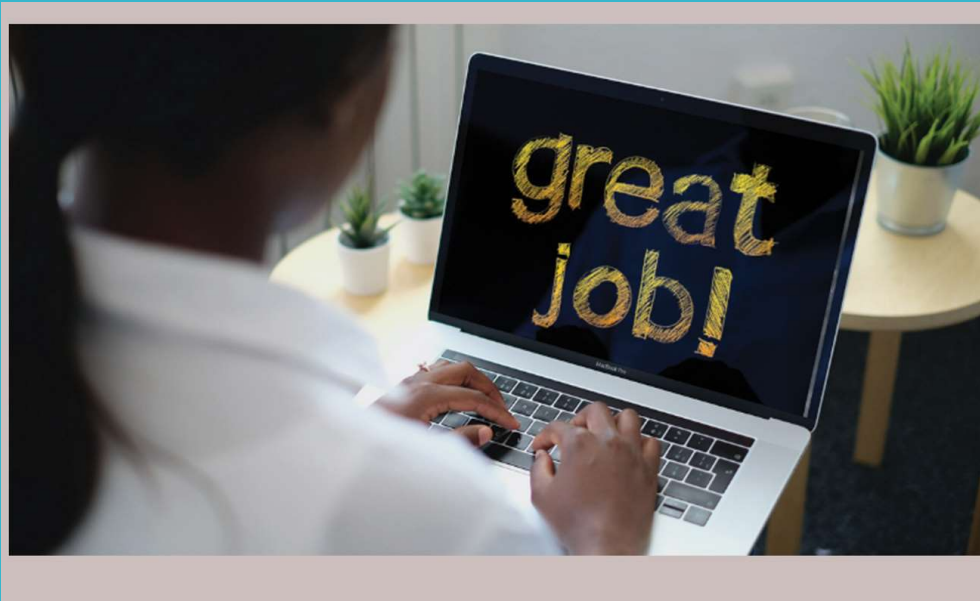


9-Listen with an open mind.

Reviews are most productive when they're conducted as an open and respectful dialogue. Being receptive to what your manager has to say will help you to grow as an employee and an individual. Feedback from others is vital and instructive.

If you don't feel you received sufficient feedback during that conversation, then ask additional questions.

Look at your annual performance evaluation as an opportunity to learn more about yourself and advance your career. Your employee self-assessment lets you shine a spotlight on your achievements and propose solutions for areas where you want to do better.



Will this be what your manager tells you at your year-end review?

Do you need assistance in writing your self-assessment?

**Join me on October 13, 2021
at 8pm Eastern Time for the
Write a Great Year-End Self-
Assessment**

Click Graphic to Register



V.O.C.A.L. Master Class



Your Career Progression
Physician

PRESENTED BY AAPPEAL, LLC

Write a Great Year-End Self- Assessment:

Inside Secrets From a 25 Year
Corporate Leader who Hated the
Performance Review Process

13 October 2021/ 8pm est/ via Zoom

Register at <https://bit.ly/3nclfAS>

Do you dread the annual review process? Do you struggle determining how you have made an impact to the people, process, and/or profit to your organization? As a person who dreaded writing and reading performance reviews, Dr. Elizabeth A. Carter knows how painful the process can be. In this **FREE Master Class**, she will share a system that will allow you to shape your performance review with outcomes using 'F.A.C.T.'s! Just in time for your annual review process!



DR. ELIZABETH A

Carter is a Corporate
Leader, Coach, Speaker
and Best-selling Author.
She knows your symptoms
and has remedies!



<https://www.eac-aappeal.com/vocal-program.html>

**Questions? Other
symptoms of
struggle in
corporate?**



**Contact Dr.
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Carter, Your
Career
Progression
Physician**

**Elizabeth@eac-
aappeal.com**

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