

Annual Performance Reviews: Self-Evaluations

When a team member completes a self-evaluation as part of the annual performance review process, thoughtful consideration of both successes and missteps over the course of the evaluation year offers a great opportunity for introspection and personal growth. As managers, you may consider sharing a selection of the following starter questions to get your team members evaluating their progress in a meaningful way.

Consider the following self-evaluation starter questions, or add your own:

- How have I progressed toward achieving my annual goals?
- How have I contributed to team, unit and/or divisional goals?
- What do I consider my greatest achievements this year?
- What did not work out according to plan? And how would I adjust my approach in the future?
- Which projects inspired me? And which were discouraging?
- What did I work on this year to propel me toward my next career step?
- How have I helped team members/direct reports stay on track toward reaching their goals?
- Where is the biggest opportunity for growth in my role?
- Which of my strengths have been utilized well? And which strengths can I lean into better next year?
- How will I challenge myself next year?
- How will I grow my leadership skills?
- How will I ask for constructive feedback from my team members? And what steps will I take to implement feedback?
- How have I contributed to an open and welcoming work environment?
- Do I consider this past year successful? Describe.
- Do I need training or mentorship in certain areas of my job to improve outcomes/performance?