



# Writing an Effective Self-Evaluation

## Job Responsibilities and Skills

Clearly state what you did to meet job expectations including examples of where you exceeded job expectations. List such things related to each competency such as: strong communication skills, ability to multi-task, results oriented, ability to focus on achieving strategic objectives, nurturing and instilling confidence in your team members, and/or providing support as a manager.

State exactly what you worked on and whether you worked on them by yourself or as part of a team; this is where your SAR statements come in. Be specific; use “I” statements, such as: “I took it upon myself to...”, “I recognized the problem and devised a solution by...” etc. Remember, SAR stands for **S**ituation (or task), **A**ction, **R**esult. Be sure to include all three in your SAR statement(s).

## Achievements

List major achievements that demonstrate your ability to apply knowledge and utilize skills in performing your job responsibilities. Highlight contributions to the work unit or the Clerk’s Office that went beyond your normal duties and responsibilities, even if the project you worked on was not implemented. Be honest but make sure to acknowledge all your accomplishments.

## Overall Performance

Describe areas of strength, growth and those areas that need improvement and/or development. In addition to your strengths, it is a good idea to acknowledge at least one area for development (this enhances credibility), but here is where you can ask for more responsibility and allow your supervisor to assist you in your development.

**Strengths:** List what you do and feel confident about; demonstrate your understanding of the functions of your work area and how they correlate to the rest of the Office.

**Growth:** List your greatest moments from the past year where you have had the opportunity to demonstrate new skills. State strongly that you are up for more in the coming year.

**Development:** Detail the areas in which you have interest in developing your knowledge, skills, and abilities, whether through training, mentoring, on-the-job training, or education; explain how you will put these new capabilities to use in your work. Be sure to include the goals you would like to accomplish in the upcoming year by stating the goal, how it can be accomplished, and what value it will add to your capabilities and to the organization.

**Value:** Use SAR statements to link your accomplishments to specific competencies and/or the accomplishment of the strategic goals of the Clerk’s Office, specifically detailing the value your efforts added to the organization; such as, time or money savings, increases in process efficiency, decreases in errors or rework, customer satisfaction, etc.

**Summary:** State briefly what you have done and can do that enables you to continue to improve and add value to the organization, demonstrating performance of your job and any instances where you have gone above and beyond of what is expected by you.