1. **Prepare, prepare, prepare**  
   a. Writing a self-evaluation is an important task. Do not rush through your self-evaluation to finish it off as soon as possible. You should take adequate time to complete the whole thing. Your self evaluation should reflect your progress and accomplishments in an honest and specific way.  
   b. As you prepare to write your performance review, you will want to do two things: 1) be sure you have pulled together all of your performance documentation over the past year. You want to be thorough with your information; and 2) block out a portion of your day focused on writing your self-evaluation. Give yourself plenty of time to do this so you are not rushed; and include specific examples of your performance. You may need to reserve more than one block of time to complete your evaluation. When you are finished with your draft, you may want to ask a colleague or mentor to read and give you the correct feedback about whether your self-evaluation looks genuine and relevant.  

2. **Give credit where credit is due**  
   a. If you have worked really hard for Xavier – and please be honest here, then have no qualms about praising yourself. At the same time, be humble. Talk about your strengths and opportunities for development. List out the areas in which you have performed well but at the same time don't forget to mention the areas where you need improvement and employee training. Giving a well-balanced review about your performance shows that you are mature and flexible enough to take help from others. Usage of strong action verbs such as produced, received, managed, and created, coupled with specific examples of your activities, will have a positive impact on your self-evaluation for review.  

3. **Put your best foot forward**  
   a. Have a clear description of your job responsibilities and be prepared to mention your daily work activities. Has there been any change in your job description since your last performance review? Did you meet the goals you set out to complete this year? And mention any work you may have done beyond your actual duties and responsibilities.  
   b. Did you complete specific training for your job? Did you participate on a project? Did you receive any certifications? If so, write about how the training has helped you in your work; and what skills you gained while working on the project, such as communication skills, team adaptability; and achieving team objectives. Don’t just talk about your skills, but also mention about how your work has benefited the university.  

4. **Market yourself well**  
   a. Performance review time is an important chance for you to market yourself. Write about your major achievements. Tell your supervisor how important you are for the success of your team. Let your evaluation reflect that you can apply your knowledge to the best of your abilities and do your job well. List out all your accomplishments in the past one year as an individual contributor and as a team player. No contribution is ever too small to mention. These are sometimes the hidden secrets to an effective performance review. A suggestion on how to capture this information is to make a rough draft of your achievements. An example is shown here. When finished, start combining this information to come up with appropriate sentences and structure.
An Employee’s Planning List when Preparing for a Really Useful Performance Review

<table>
<thead>
<tr>
<th>Projects</th>
<th>My Contribution</th>
<th>Feedback Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Retreat</td>
<td>Coordinator</td>
<td>Positive feedback from colleagues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director pleased with agenda and speakers scheduled</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High evaluation scores for event</td>
</tr>
</tbody>
</table>

5. **Accept feedback**
   a. Accepting positive feedback from your supervisor should come rather easily. It’s the not so positive feedback that may be a bit more difficult to receive. If this happens to you during your performance review, listen attentively and receive the feedback with an open mind. Don’t start arguing with your supervisor. Instead, take notes of what is being shared, such as skills or behaviors lacking – and aim to work on them after the review. Also, don’t give excuses for your non-performance. Blaming a person or a situation for your lack of performance would be considered as unprofessional behavior by your supervisor. However, if the criticism is not legitimate, allow your supervisor to finish and then voice your opinion in your defense citing specific reasons for the misunderstanding. Sometimes you may use one of our Jesuit values of Reflection in a helpful way. Listening and processing your supervisors remarks may lead you to go back to him/her to clarify.

6. **Know the organization and your department’s business**
   a. Refresh Your Knowledge: A performance review is not just about being evaluated for your work and given feedback on your performance. Use this meeting as an opportunity to share with your supervisor how your work is benefitting the overall goals of the university. Know what our university goals are and be able to speak about them with your supervisor. This may require you to do a little bit of research but will be a positive reflection and will show initiative on your part. (the top 10 university goals for the past year are posted on the performance management website for your access)

7. **Know thy supervisor**
   a. It is important that you have some knowledge on the working style of your supervisor. How does he/she prefer you to communicate? (e-mail, in person, mix of both?) How often does he/she like to receive updates on your work? (daily, monthly, upon request?) Know your supervisor’s top priorities and find out how you can support these activities. If you don’t know these kinds of things about your supervisor, create opportunities to do so. One idea could be by scheduling regular meetings with your supervisor. One on one meetings are a chance for you to share what you are working on, to get your supervisor’s input on your activities, and to solidify your job expectations. This is also a good opportunity to get to know your supervisor on more of a personal level.

8. **Communicate Future Opportunities**
a. While you are including specific achievements, skills acquired this past year and how your work is benefitting the university, also be thoughtful to include your strengths, future objectives, and growth and development desires. Especially if you feel your talents are not being utilized to the fullest, then maybe you can include your interest to participate on a committee and/or assume new or different job responsibilities which you would find more challenging. Include what is the best thing about doing your job and what are the components about your job that you would like to change if you could? This will add substance to your self-evaluation for performance review. Ask yourself, do I need to improve in my skills to do my job better? How can I go about doing this? This is a great opportunity to have a discussion with your supervisor about training options.