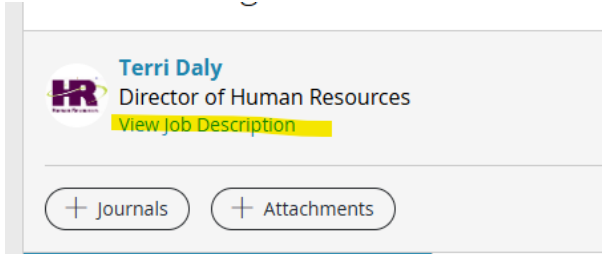


TIPS FOR EVALUATING YOUR PERFORMANCE IN THE SELF-REVIEW

Before preparing your self-assessment document, take a moment to reflect on this opportunity. You may want to Review the Scoring Rubric when drafting your Self-Review and:

- List your main areas of responsibility.
- Review your Job Description. It is attached to your review form here:



If you feel that your job description does not accurately reflect the work you are engaged in, please discuss this with your manager.

- Name your role and what your responsible for. List 2 or 3 things you are proud of, like “one thing I consistently did well this year was....” Or “I helped solve X problem by...” or I supported my team by...”
- Think about the areas you have done well. What are you most proud of - and why?
- What feedback did you receive that helped you grow?
- Where did you stretch outside your comfort zone?
- Highlight Key Accomplishments.
- Consider the area or areas your performance has been over and above all expectations. Share that!
- Think about any areas you need to improve – be honest about challenges. “One challenge I faced was... and I learned to handle the situation more effectively by...”
- Think about what you need from your supervisor to do your best work.
- Mention Collaboration. Highlight instances where you’ve worked well with others, whether on your team or cross-functionally.
- Be comprehensive, but concise and specific. Use examples!
For example: *Customer Service is one of my performance strengths. This is demonstrated in the way I pay attention to the desk. When it gets busy, I am consistently pro-active in stepping in to help at the desk. I don’t wait to be asked, but take initiative to help serve patrons when there are more than 3 patrons in line (or appropriate metric.)*

- **Provide examples** of how you meet the rating that you have selected for your work performance. If you rate yourself a 5 in a particular area, be mindful that a 5 represents “*Your performance and results consistently exceeded all expectations given by your manager. You performed as an exceptional contributor to the success of the department or branch and to the Library District. Employee demonstrates role model behaviors.*”

NOTE: Provide Examples. When you’re listing accomplishments, try to be as concise as possible. It is not necessary to write a long narrative or pages of bullet points. Quantity does not always equal quality. Keeping examples short has several advantages. If your manager is incorporating your review into theirs, a longer list of shorter feats will give them more to reference—and more room to elaborate.

Consider using the **STAR** approach:

- Situation
 - Task
 - Action
 - Result
- Tie accomplishments to team or district goals (How did this contribute to our team’s annual plan or the library district’s goals?)
- Use this space to also share what support or development that you would find helpful.
- Be as objective, honest, and realistic as possible. Self-reflect. None of us are perfect 5’s in everything. We can all continuously improve in some area of our work.
- In a supervisor workshop, supervisors indicated that many of the following demonstrated competencies are important when rating a **5**:
- Pro-active; takes initiative
 - Consistently and consciously follows all manager’s expectations.
 - Notices inefficiencies and proposes viable solutions
 - Consistently exercises sound judgment and decision making.
 - Takes ownership of work product and demonstrates desire to improve/continuously learn
 - Meets/exceeds all deadlines
 - Teamwork- collaboration with team members, willing to be flexible
 - Innovative
 - Engaged at work: such as offering suggestions or volunteering to serve on a committee or help another branch/department
 - Solution-focused
 - Role-model behavior

- Shows responsibility toward the district's Key Results
- New Opportunities – seeks and/or creates new opportunities
- New audiences (could be specific to programming/librarianship or support services)
- Trying something new/Open to new ideas/Taking a Risk

In addition, the [Scoring Rubric](#) is very helpful in evaluating each performance rating area.

- Compare your performance to the expectations, standards, and objectives of the job as well as the expectations that your supervisor has set. You will want to review your job description, the criteria and rating document and the scoring rubric and have these handy when writing your self-review.
- Think about what you want out of the review. Do you want to know what you can improve upon? Would you like to know what you are doing well? Would you like to know how you can better meet job or manager's expectations? Would you like to discuss how you and your manager can better work together to achieve a specific part of the library district's mission?
- Reflect on Goals. Have you accomplished the goals that you and your manager set for 2024/2025? What goals do you think would be worthwhile to accomplish in 2026? Are there suggestions you could offer that align with the library's mission or with your team's mission?
- For the future: As you go through the coming year with your Walks Around the Block, track your biggest moments (both accomplishments and disappointments) in a journal or document. You can do this using the journal feature in Paylocity. It's hard to find the time and energy to dig up the breakthrough you had last February when you're filling out a self-evaluation in October, so it's important to jot these notes down.