

The self-review is one tool in which you can communicate to your supervisor specific information regarding your accomplishments, results and outcomes of your performance during this timeframe. Writing your performance self-review can be a difficult task; however, if taken seriously it allows you to feel a measure of personal influence over the review process itself.

Preparation	Self-Review Information
<p>Purpose of Self-Reviews The purpose of the performance self-review is a way to gain information from the employee’s point of view. This information is valuable to the supervisor by helping them create a well-rounded, complete, and objective review. The self-review will open the discussion between you and your supervisor. Use the self-review to prepare for your performance discussion with your supervisor.</p> <p>Preparing a Performance Self-Review The key to writing a good performance review is the ability to highlight your positives but mention your weaknesses too. These weaknesses should be included in a manner that shows your willingness to look into them and work on it. A self-review should be believable; no one is perfect after all. On the other hand, you may tend to go overboard and be too critical of yourself. This projects lack of confidence and may force your supervisor to think and believe otherwise. A performance self-review is your opportunity to document your own accomplishments during the year. Your information should be concise and descriptive enough that your supervisor has an accurate picture of the accomplishments documented in your self-review.</p> <p>Getting Organized You should use some or all of the following documents to complete your self-review:</p> <ul style="list-style-type: none"> ✓ Mid-year and other progress reviews received from your supervisor ✓ Performance Notes ✓ Personal work notes ✓ Examples of your work (e.g., reports, documents, etc.) 	<p>Achievements</p> <ul style="list-style-type: none"> • What accomplishments and achievements are you the most proud of since your last performance discussion? • What goals do you wish you had accomplished since your last performance discussion, but did not? • What would have helped to accomplish these goals? • In what other major projects and initiatives did you participate and contribute since your most recent performance discussion? • What work are you performing that is outside the scope of your current job description? • Identify what you most like about your current job? <p>Team Member Standards of Excellence/HFHS Leader Competencies</p> <ul style="list-style-type: none"> • How successful did you demonstrate the Team Member Standards of Excellence/HFHS Leader Competencies? • Did you demonstrate the behaviors expected for each SOE/Competency? • Specifically how did you demonstrate above and beyond these expectations? <p>Performance Goals</p> <ul style="list-style-type: none"> ➤ What performance goals would you like to accomplish during this next year? ➤ How can your supervisor help you to accomplish these performance goals? ➤ What additional support can this organization provide so that you are able to accomplish these goals?

Self-Review Information cont'd.

Development Goals

- What development goals do you hope to accomplish within one year?
- What resources and support do you need to accomplish these development goals.
- What development goals will help you improve or develop your performance in your current job?
- What additional support do you need to accomplish these goals?

Performance Ratings

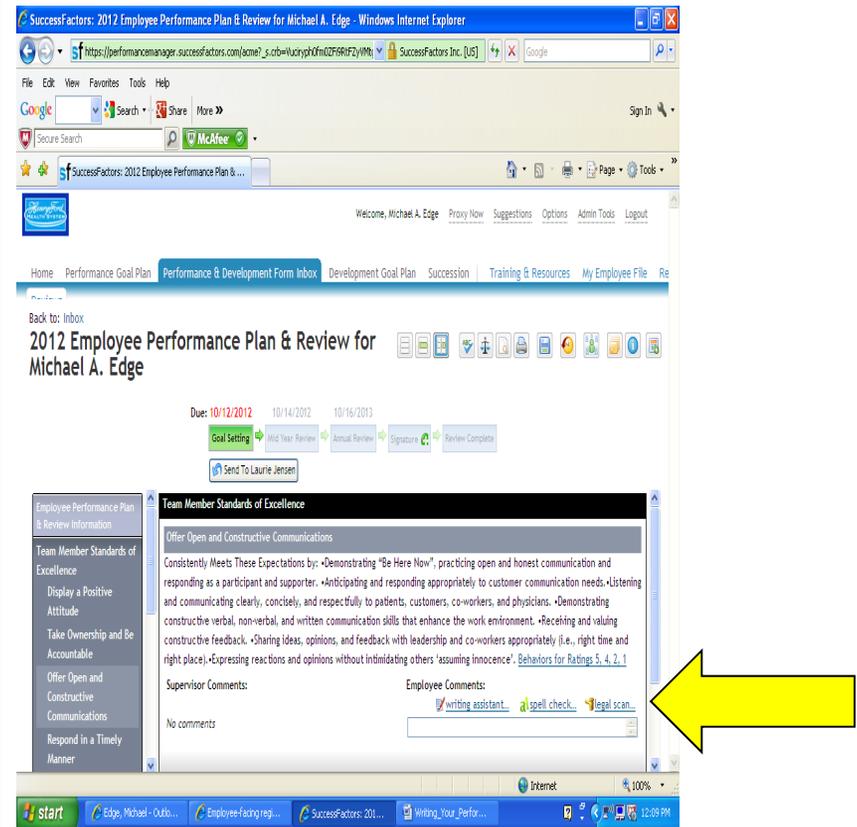
- Selecting a (3) performance rating describes fully successful behaviors expected for that standard.
- Selecting a (4) performance rating describes behavior that exceed the standards and is a role model to the team.
- Selecting a (5) performance rating describes behavior of a leader and/or change agent.

How To Mention Areas To Improve

Weaknesses must be included, but choosing the right words can keep the review positive and flattering. When writing about a failure or mistake avoid all negative language. Instead of writing “I failed to meet three deadlines this year,” construct a list of goals for the coming year and include ‘meeting each deadline with quality work.’ The key is to focus on what will be improved in the future, rather than failures of the past. Every mention of a negative should conclude with a positive plan for future improvement.

Your Online “Writing Assistant”

Learning to use appropriate self-review performance phrases will help boost the review your supervisor writes about you. The online Writing Assistant provides suggested performance phrases for each standard. In performance management, open your review form, scroll down to a standard and click on the link as shown below and follow instructions.



Here are additional examples of some typical performance phrases you could use to describe your performance, depending upon your job position.

Sample “ <i>Fully Successful</i> ” Performance Phrases	Sample “ <i>Fully Successful</i> ” Performance Phrases
<ul style="list-style-type: none"> ✓ I always try to keep a positive attitude, a smile on my face, and demonstrate how much I enjoy my job. ✓ I try to be cheerful to help those around me feel welcome and appreciated. ✓ I have an even demeanor through good times and bad. I do this to help others keep their “enthusiasm”—both positive and negative – in check. ✓ I have a calm personality to keep an even attitude ✓ I bring a high level of enthusiasm to my job. I try to always set a good example for the team and be here when they need a lift. ✓ Even though we have difficult situations and decisions to make, I maintain a positive outlook. ✓ I like to build trust with my team by being a positive force on the team, congratulating high performers on successes, and working with those that need assistance to improve. ✓ I take great pride in my work with our patients/customers. ✓ I skillfully overcome patient/customer complaints. ✓ I understand the latitude to ensure customer satisfaction and do everything necessary to retain customers. ✓ I am very good at keeping patients/customers happy. ✓ I deal with any patient/customer complaints with a calm demeanor. I am very good at handling difficult situations with patients/customers. ✓ I understand how to listen to customers and extract those details which make a big difference when dealing with our clients. ✓ My time-management abilities have often been noticed and appreciated by my team members. ✓ I keep managers and coworkers informed of my work progress. ✓ I report all necessary information to my coworkers. 	<ul style="list-style-type: none"> ✓ One of my core strengths is the ability to immediately connect with someone. ✓ I am a very competent communicator ✓ I clearly communicate with my employees and they understand my expectations. ✓ I am clearly good at communication as evidenced by my effectiveness in resolving customer problems. ✓ I am a reliable employee who arrives on time and leaves on-time. My break times are well-planned and do not exceed the allotted time. ✓ I meet all company standards for attendance and punctuality ✓ I begin each day refreshed and ready for any challenges I will face. ✓ I schedule time off well in advance. ✓ I am conscientious of others when scheduling time off. ✓ My ability to change direction when required is an asset to the team. ✓ I am an innovator at heart—my skill at inspiring new ideas adds a lot to the team. ✓ I have an imaginative personality and am very resourceful in times of need. ✓ When a major problem arises, I use creative problem solving to look at different sides of an issue. ✓ I think outside the box when crafting solutions. ✓ I show ingenuity when facing difficult situations. ✓ Whenever we need a fresh look at a problem, I try to provide a novel perspective. ✓ I constantly search for new ideas and ways to improve efficiency. ✓ I am excellent at keeping written information about my assignments and projects.

Sample “ <i>Opportunities to Improve</i> ” Performance Phrases	Sample “ <i>Opportunities to Improve</i> ” Performance Phrases
<ul style="list-style-type: none"> ① Over the next year, I plan on working to improve my imagination at work to think more creatively. ① Sometimes I have difficulty thinking outside of the box and creating innovative solutions. ① I plan on improving innovation for the upcoming year by seeking out new opinions and ideas. ① I have a tendency to ask for help from other people more frequently than researching potential solutions and fixes. ① At times, I can be brisk and to the point. I don’t mean to offer a negative impression, but sometimes I am very focused on the work at hand. ① I am working to improve how I deal with others and customers. ① Sometimes, I do not follow up with customers quickly enough. ① Though I have some low marks on patient/customer satisfaction surveys, I am working to improve those scores. ① I continue to work on improving my ability to overcome patient/customer objections ① I am occasionally late for work and will improve this area by focusing on showing up on time each day ① I need to improve showing up to work on time and keeping a normal work schedule. ① Over the next year, I’m going to improve meetings so they run to their prescribed time ① Some of my breaks may run a little long, but I will improve my schedule. ① I will work on taking heavy traffic and weather into account for arrival time. 	<ul style="list-style-type: none"> ① At first, communications was not my strongest attribute; however, after a lot of work, I have become a very good communicator. ① My written communication is great, but I need to improve my verbal communication skills. ① My verbal communication skills are very good, but I need to work on my written communication skills. ① I believe I effectively communicate with my fellow team members, but I must improve communication with my management team. ① I find at times that I am more practical than creative in many aspects of my job.