



Documenting Accomplishments

Completing the self-review is your opportunity to provide input into your evaluation and emphasize the things you accomplished during the review period. Highlight 3-5 of your accomplishments that you believe are the most indicative of your contributions to the institution's vision, mission, and strategic priorities.

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Describing your Accomplishments

If you're looking for a place to start, try gathering some reference documentation such as emails, notes, calendars, etc. that you have used throughout the last year. Most importantly, think about your accomplishments that have contributed to the department or CC's mission. Everyone contributes to the mission either directly, or indirectly.

Review the goals set in last year's evaluation. If you accomplished them, share how you did it! If you did not meet some of your goals, use that as a starting point and document the steps you have taken so far.

Provide your supervisor with a clear picture of your performance and contributions. Make the connection between what was done and why it matters to CC.

REMEMBER! →

Accomplishments do not need to be lengthy! Listing everything you have done or accomplished during the review period is not expected or necessary.

Effective Accomplishment Statements

Consider using the STAR method to describe your accomplishments:

- Situation/Task - Describe the project, problem, or challenge that you were presented with
- Action - Describe the steps you took to move the project forward or solve the problem
- Result - Describe the outcome of your actions and its impact on your department or the College

Use specific examples which add legitimacy and credibility. Using action verbs like "managed", "reviewed", "launched", or "assisted" can help describe your specific role in the work being done. Be sure to explain the value and tie your results to departmental or institutional goals. Whenever possible, translate your hard work into results your reader will value.

Your self-assessment should make you feel proud and help you speak confidently with your supervisor about your performance. Misstatements or exaggerations will not give you confidence and may create doubt with your supervisor.