

# Annual Review Accomplishments

This is your opportunity to provide input into your review and emphasize things you accomplished during the performance period that you believe are the most indicative of your contributions to the institution's vision, mission, and goals.

## DESCRIBING ACCOMPLISHMENTS

Gather reference documentation, such as notebooks, emails, calendars, etc., that you have used during this performance period. These documents will help jog your memory on what you have done over the last year. Most importantly, think about your accomplishments that have contributed to the department or institution's mission. Everyone contributes to the mission, either directly or indirectly.

Accomplishments do not need to be lengthy. Listing everything you accomplished during the performance period is not expected.

## EFFECTIVE ACCOMPLISHMENT STATEMENTS

Consider using the STAR method for describing accomplishments:

**Situation / Task** - Describe the project, problem, or challenge that you were presented with

**Action** - Describe the actions you took to move the project forward, solve the problem, or address the challenge

**Result** - Describe the outcome of your actions and its impact on your department or college

Explain value. Be sure to tie results to departmental or institutional goals. Whenever possible, translate your hard work into results your reader will value.

## DESCRIBING ACCOMPLISHMENTS

Review the goals set in last year's review. If you were able to accomplish them, use them as a starting point. Share how you accomplished the goal.

Identify something you accomplished that wasn't an established goal or objective. Maybe you learned something new and put it into practice, or helped your team work through an unforeseen challenge.

Provide your supervisor with a clear picture of your performance and contributions. Make the connection between what was done and why it matters to the organization. Cite instances where your actions/performance exemplified or exceeded the performance standard.

## EFFECTIVE ACCOMPLISHMENT STATEMENTS

Use numbers or metrics whenever possible. Numbers are concrete and communicate a clear picture. By contrast, a "large staff" may be 20 or 200. If you're in charge of a large staff, budget, or region, use numbers to show how large it is.

Use specific examples. Specific examples add credibility. Although words like outstanding, dependable, and creative are positive, they do not always paint a convincing picture. Use action verbs that describe your specific role in the accomplishment such as "Managed", "Reviewed", "Launched", "Conducted", "Revised", "Issued", "Assisted", or "Drafted."

Your self-assessment should make you feel proud and help you speak confidently in a performance discussion. Exaggerations or misstatements will not give you confidence and may create doubt with your supervisor.