



Working Remotely: Tip of the Week

June 1, 2021

Preparing for Your Self-Review

As you begin to think about writing your annual self-review, you may be inclined to focus on your work and let your efforts shine. However, there are several factors that you should consider and respond to in your self-review to increase the likelihood of receiving a positive performance evaluation.

Research suggests that the factors that have the most significant impact on your review are the subjective value placed on your tasks and accomplishments by your manager, your relationship with your boss, and your manager's perception of your commitment to the team and organization (Sanner & Evans, 2021). While each item takes time to develop, you can use strategies to improve your performance evaluation outcome. Consider the following:

Highlight your achievements. Bosses cannot be expected to know and remember everything you have done this past year. Help them notice and recall the many important tasks you have accomplished. Use quantitative data as much as possible.

Highlight your value to the team. Frame your work that connects it to your team's or MC's goals, so you are perceived as one who adds value. For instance, you can use this example with your specific details: "To advance our goal of X, or in support of MC's goal Z, I did A-B-C."

Emphasize the accomplishments, not your relationships. Focus on connecting your actions to your team's and MC goals instead of claiming you are a great team player. You might say, "I enjoy working on this team because we were able to complete the project on time," or "I am happy to work with Person 1 because we each do what we agreed, and no one slacks off. We got the work done smoothly without stress."

Show your commitment to the team and MC. Help others understand that you are committed to your team and MC. When making suggestions for changes, frame them in a way that builds on others' work instead of correcting their mistakes. Doing so demonstrates your commitment to working with them for years to come.

These strategies emphasize making the inherently subjective nature of performance evaluations work to your advantage. To be successful, though, you must practice them regularly, not just in your annual self-review. Make them a regular part of your work, values, and norms.

Reference:

Sanner, B., & Evans, K. (2021). "Do the Words 'Performance Review' Scare You?" Harvard Business Review. <https://hbr.org/2021/04/do-the-words-performance-review-scare-you>

NOTE: The Tip of the Week is going monthly. Watch for the next tip on July 6. For more tips on working remotely, please visit <https://bit.ly/mc-remote-working-e>.

Brought to you by Professional Development—ELITE.