

# 50 Self-Evaluation Phrases For Your Next Performance Review

## Introduction

Performance reviews can be nerve-racking—especially when it comes to self-evaluation. Am I being too critical? What if I seem arrogant?

It's often difficult to know what to write or how well it will be received. In this article, you'll discover why your self-evaluation is important, learn how to get started writing yours, and find 50 performance phrases you can use on your self-evaluation.

When you write your self-evaluation, there are three main areas you want to focus on:

**What to keep doing** – What have you done that has contributed to your accomplishments? What has helped you develop strong working relationships?

**What to stop doing** – What are you doing that negatively affects how your peers or supervisor perceives your performance?

**What to start doing** – What are you not doing now that you should be doing?

Once you can answer these questions, you'll be ready to write your self-evaluation.



## Communication

1. I clearly communicate my expectations to my team.
2. I effectively communicate at all levels in our organization by [insert specific examples here].
3. I tactfully provide difficult feedback and approach sensitive situations.
4. I effectively present my ideas to groups of all sizes.
5. I frequently share relevant information with my peers so that our team as a whole can benefit.
6. I proactively communicate changes that are coming with the stakeholders they will affect.
7. I frequently publicly and privately acknowledge my peers and/or employees for a job well done.

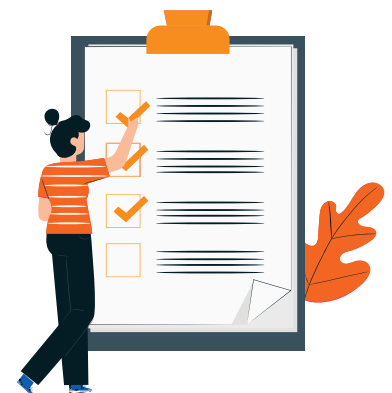
## Job Performance

8. I take pride in my work and value doing my job well.
9. I frequently volunteer to participate in projects that are beyond my job responsibilities.
10. I promote a team-oriented work environment by [insert specific examples here].
11. I have exceeded my [insert specific goal here] performance goal by [insert specific number here]%.  
 12. I have decreased [e.g., costs and customer churn] by [insert specific number here]%.  
 13. I frequently challenge myself to perform better.
14. I am happy to answer questions my peers have and often provide guidance on [insert specific examples here].

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## Reliability

15. I follow through on my commitments to others and keep them aware of any challenges I face.
16. I have met [insert specific number here]% of my major deadlines.
17. I use my time effectively and am able to prioritize my work.
18. I am mindful of my team and customers' needs and schedule my planned time off well in advance.
19. I regularly show up on time and fully prepared to start my day.
20. I am not afraid to ask for guidance when necessary.
21. I promptly respond to emails I receive from customers and peers.

## Customer Orientation

22. I effectively handle difficult or hostile customers by [insert specific tactics here].
23. I actively listen to understand the customer's point of view.'
24. I go beyond what is required to ensure our customers are educated on [insert specific topics here].
25. I have received [insert specific number here]% on my customer satisfaction survey.
26. I am continually working to improve the customer experience by [insert specific examples here].
27. I am mindful of my own interactions as a customer so I can better understand our customers' perspective.

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# Innovation and Creativity

- 28. I regularly look to streamline and improve our work processes.
- 29. My idea to [insert specific idea here] has increased [insert specific metric here] by [insert specific number here]%.
- 30. I approach each challenge with fresh eyes and look for out-of-the-box solutions.
- 31. I frequently collaborate with others to brainstorm and problem-solve.
- 32. When I was facing [insert specific challenge here], I [insert specific solution here].
- 33. I regularly consider others' perspectives and try to find solutions that work for everyone.
- 34. I am able to quickly adapt to new situations and change course, if necessary.

## Growth and Development

- 35. I am committed to my personal growth and regularly set personal goals for myself.
- 36. I stay current on developments in my field and regularly read [insert specific sources here].
- 37. I am committed to my professional growth and have taken [insert specific training here] training to improve my [insert specific skills here] skills.
- 38. I regularly seek opportunities to connect and learn from others in my field.
- 39. I have a long-term vision for my career and continually take steps toward achieving it.
- 40. I learn quickly and am able to adapt to change.
- 41. I value learning and regularly seek opportunities to learn something new.



## Areas for Improvement

42. Although I try to be transparent, I have recently become aware that my team doesn't think I am.
43. While I excel at serving our customers, I need to work on following up with them more frequently.
44. I typically have a very positive mindset and struggle with holding difficult conversations that need to take place.
45. Although I communicate clearly with small groups, I usually don't get my ideas across when I'm presenting information to a larger group.
46. I have a tendency to stick with what's working and am not always open to new approaches.
47. I have a lot of ideas about how to improve our work but I am afraid to share them.
48. While I am mindful of my teams' needs, I often forget to put my OOO time on the calendar in a timely manner.
49. Even though I value my peers, I can sometimes come across as unapproachable.
50. I like to figure things out myself and sometimes I don't ask for help when I should.

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