



# TIPS FOR WRITING A STRONG SELF-REVIEW

*As a Merit or P&S employee, your self-review is your chance to tell your story – what you accomplished, how you grew, and what you need to do your best work.*

## Reflect on the Year and Your Impact

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Describe your main goals, projects, and responsibilities, and explain the results or impact of your work. Focus on what you did and how it made a difference.

*Example: "I helped implement a new scheduling system and trained coworkers on the process, improving tracking for supply orders and reducing delays across the unit."*

## Be Honest and Balanced

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Share successes and areas you'd like to strengthen.

*Example: "I've become more confident handling customer concerns but want to improve my data entry speed."*

## Highlight Learning and Growth

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Include any new skills, training, or experiences.

*Example: "Completed an Excel workshop that helped me create clearer reports."*

## Look Ahead

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Mention goals or support you need for next year.

*Example: "I'd like to learn more about budget management to take on more responsibility."*