



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

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

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

Include any new skills, training, or experiences.

Example: “Completed an Excel workshop that helped me create clearer reports.”

Look Ahead

Mention goals or support you need for next year.

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