

PERFORMANCE EXCELLENCE

WRITING YOUR SELF-REVIEW

This document serves as guidance for staff members preparing to write their self-review in the Performance Excellence year-end process. As a companion to [videos](#) and [job aids](#) about performance year-end, read on to learn about the four stages of writing your self-review:

1. *Confirm*
2. *Gather*
3. *Reflect*
4. *Document*

1. CONFIRM

Get aligned with your supervisor on what they would like to have included in your self-review documentation and narrative.

- What kind of metrics do they want to see?
- Will they be collecting any feedback from other stakeholders, and/or do they want you to collect feedback from other stakeholders?
- How long would they like your self-review summary to be, and do they want it structured in a particular way?

2. GATHER

Collect items you will need to reconstruct the year. This may include:

- Work products
- Reports or other metrics
- Check-in notes
- Feedback received
- Calendar items
- Emails

3. REFLECT

Review the materials you have collected and think, discuss with peers, or write down your answers to the following questions:

- Where did I make the most impact this year? On the work? On the team, department or unit?
- How have I grown this year? Where do I want to focus my growth in the year to come?

4. DOCUMENT

Now that you've confirmed supervisor expectations, gathered your documents and reflected, you're ready to start entering and uploading into myHR Learn.

Once you've opened your review

- ✓ Attach documents (unlimited)
- ✓ Review all goals, make adjustments to what's listed (add or delete) and track all goal progress
- ✓ Complete the values section by highlighting at least two values that are strengths within your work and one area in which you seek continued growth. Find a full description of Northwestern Values and Behaviors at perform.northwestern.edu
- ✓ Complete the self-review summary. Consider limiting this summary to no more than 3 paragraphs. Pick 3-5 accomplishments from the year that you want to feature. Include one area (skill, behavior) that is an area for growth and learning for the year ahead.
 - *Pro-tip #1: For each accomplishment, use the STAR model to describe the accomplishment in full, including the part that you played.*

STAR formula for accomplishments and STARL for challenges	
Situation	<i>During this project...</i> <i>When this team member was on leave...</i> <i>While we were preparing this grant proposal....</i>
Task	<i>And I was finalizing the materials</i> <i>And I was setting up the admissions event</i>
Action	<i>I resolved the issue by investigating the communication breakdown and facilitating the conversation</i>
Result	<i>And this ensured a timely proposal submission</i> <i>And this resulted in a high quality event</i>
Learn	<i>Based on this experience, I will prepare differently for next year's proposal season by.....</i>

- *Pro-tip #2 get specific about what you did using the action verb index on the following pages*
- ✓ When you are satisfied with self-review content, submit your review to your supervisor. At this point, you will no longer be able to edit your self-review.

ACTION VERB INDEX

Communication/	Judge	Create	Budget	Educate
People Skills	Lecture	Customize	Calculate	Encourage
Address	Listen	Design	Compute	Ensure
Advertise	Market	Develop	Conserve	Expedite
Arbitrate	Mediate	Direct	Correct	Facilitate
Arrange	Moderate	Display	Determine	Familiarize
Articulate	Negotiate	Draw	Develop	Further
Author	Observe	Entertain	Estimate	Guide
Clarify	Outline	Establish	Forecast	Help
Collaborate	Participate	Fashion	Manage	Insure
Communicate	Persuade	Formulate	Market	Intervene
Compose	Present	Found	Measure	Motivate
Condense	Promote	Illustrate	Net	Prevent
Confer	Propose	Initiate	Plan	Provide
Consult	Publicize	Institute	Prepare	Refer
Contact	Reconcile	Integrate	Program	Rehabilitate
Convey	Recruit	Introduce	Project	Represent
Convince	Refer	Invent	Qualify	Resolve
Correspond	Reinforce	Model	Reconcile	Simplify
Debate	Report	Modify	Reduce	Supply
Define	Resolve	Originate	Research	Support
Develop	Respond	Perform	Retrieve	Volunteer
Direct	Solicit	Photograph		
Discuss	Specify	Plan	Helping Skills	Management/
Draft	Speak	Revise	Adapt	Leadership
Edit	Suggest	Revitalize	Advocate	Skills
Elicit	Summarize	Shape	Aid	Administer
Enlist	Synthesize	Solve	Answer	Analyze
Explain	Translate		Arrange	Appoint
Express	Write	Data/Financial	Assess	Approve
Formulate		Skills	Assist	Assign
Furnish	Creative Skills	Administer	Clarify	Attain
Incorporate	Act	Adjust	Coach	Authorize
Influence	Adapt	Allocate	Collaborate	Chair
Interact	Begin	Analyze	Contribute	Consider
Interpret	Combine	Appraise	Cooperate	Consolidate
Interview	Compose	Assess	Counsel	Contract
Involve	Conceptualize	Audit	Demonstrate	Control
Join	Condense	Balance	Diagnose	Convert

Coordinate	Review	Record	Research	
Decide	Schedule	Register	Review	Technical Skills
Delegate	Secure	Reserve	Search	Adapt
Develop	Select	Respond	Solve	Apply
Direct	Streamline	Review	Summarize	Assemble
Eliminate	Strengthen	Route	Survey	Build
Emphasize	Supervise	Schedule	Systematize	Calculate
Enforce	Terminate	Submit	Test	Compute
Enhance		Supply		Conserve
Establish	Organizational Skills	Standardize	Teaching Skills	Construct
Execute	Approve	Systematize	Adapt	Convert
Generate	Arrange	Update	Advise	Debug
Handle	Arrange	Validate	Clarify	Design
Head	Catalogue	Verify	Coach	Determine
Hire	Categorize		Communicate	Develop
Host	Chart	Research Skills	Conduct	Engineer
Improve	Classify	Analyze	Coordinate	Fabricate
Incorporate	Code	Clarify	Critique	Fortify
Increase	Collect	Collect	Develop	Install
Initiate	Compile	Compare	Enable	Maintain
Inspect	Correct	Conduct	Encourage	Operate
Institute	Correspond	Critique	Evaluate	Overhaul
Lead	Distribute	Detect	Explain	Print
Manage	Execute	Determine	Facilitate	Program
Merge	File	Diagnose	Focus	Rectify
Motivate	Generate	Evaluate	Guide	Regulate
Navigate	Incorporate	Examine	Individualize	Remodel
Organize	Inspect	Experiment	Inform	Repair
Originate	Log	Explore	Instill	Replace
Overhaul	Maintain	Extract	Instruct	Restore
Oversee	Monitor	Formulate	Motivate	Solve
Plan	Obtain	Gather	Persuade	Specialize
Preside	Operate	Inspect	Simulate	Standardize
Prioritize	Order	Interview	Stimulate	Study
Produce	Organize	Invent	Teach	Upgrade
Recommend	Prepare	Investigate	Test	Utilize
Reorganize	Process	Locate	Train	
Replace	Provide	Measure	Transmit	
Restore	Purchase	Organize	Tutor	