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## HOW TO WRITE YOUR OWN CONVINCING PERFORMANCE APPRAISAL

The first among the writing tips involve congruence of your appraisal of your performance with the others. The others or your boss should also agree with your good points. You cannot score if your boss thinks you have not performed satisfactorily in one department and you in contrast boast of a terrific performance.

This would only bring in negative or reversed effects. It is important for you to remember what gets you the praises and which ones you are more criticized at. Then make the evaluation accordingly.

But if you think and have evidence that you have excelled in a particular area, no matter how others feel, you should bring that to your boss' notice.

Keep a record of your achievements and while presenting the review, display all your earlier achievements, the projects you undertook and the work you have accomplished.

Try to sound like in a natural conversation while writing out the performance appraisal because it could be a good opportunity to constructively interact with your supervisor.

To be sure of what others' opinions are about you, get to have a direct conversation with them and discuss your performance with them. Ignore over criticisms and over appreciation.

You can sound more convincing if you can appear more objective. It must seem like you are writing from a 3rd person's point of view. It should not be like you praising yourself all over the board. It is next to impossible for anybody to have done all their tasks in an inch perfect manner.

Mention whatever work of yours is praise-worthy and substantiate it with data and dates and figures to prove your contribution to the organization. Evaluate your own performance very diligently and find out what are the direct outcomes of them, how have you directly influenced the productivity of the company.

Some people make the mistake of using the performance evaluating technique as a tool to raise and discuss the salary issues. One of the important writing tips tells you never to do that, to always abstain from that issue. It should be more about only displaying your work not a negotiation time.

If you have discovered places where your performance was below average or about average, uses your words to make amends. Explain how you can improve on this particular area, given a chance.

Put the remedies down to make your boss understand that its not that you haven't understood at all but that you are willing to make a difference and are equipped for that now. Plan the future action on task related grounds not the theoretical ones.

Once you have drafted one of the performance appraisals, you must make a copy for yourself also.