GUIDELINES FOR SELF-EVALUATIONS

The self-evaluation provides the candidate with an opportunity for self-expression where one can set recent accomplishments in a broader career context. The inclusion of a self-evaluation in the review documentation is at the candidate's option, but a well-prepared document may often enhance the review packet. In composing a self-evaluation, it is suggested that it will be most effective when:

1. the activities described occurred during the period under review;
2. the document is succinct, well organized and easy to read;
3. it takes into account suggestions for professional development made by the review initiator or deciding officer in connection with the candidate's last promotion or merit review;
4. it focuses attention on major accomplishments rather than giving equal weight to minor, loosely related activities;
5. it indicates judgment the candidate has exercised in making professional decisions;
6. it is frank about failures and frustrations as well as successes;
7. it evaluates the impact of the candidate's activities on the library and the profession, rather than merely describing those activities;
8. it identifies specific sections of committee reports or aspects of committee work which were the candidate's particular contributions, and evaluates their subsequent or anticipated results in the library or profession;
9. it demonstrates an understanding of larger library goals and problems as they relate to the candidate's primary job assignment and other professional activities;
10. it includes the future goals and objectives toward which the candidate is aiming.

Supporting documentation, judiciously chosen and relevant to the review period, should be included at the candidate's discretion.