



WRITING SELF-EVALUATIONS: FOUR EASY STEPS TO WRITING A SELF-EVALUATION

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First, guess what?! The *final* draft of your evaluation isn't due until you need official copies of your transcript, which translates into: *this is just a draft*. Focus on process and less on product.

Second, explore different brainstorming methods that work best for you. Start by reflecting: Why did you want to take this class? What did you want to learn? Free write as if you are writing to your best friend; go through the syllabus and make notes of key achievements and struggles each week; write about what you learned from class activities and books. Think big themes and key shifts that you experienced in your process.

Third, reflect on what you are interested in learning next and why. Based on this quarter, what are you passionate and curious about now?

Fourth, come into the Writing Center to talk out your ideas. A tutor can help take notes and point out themes. We can show you sample evaluations and the various ways of structuring them.

Just remember that the self-evaluation is a tool to help facilitate reflection.

You can save drafts of your self-evaluations in your "my evergreen" account. Sign in and click on "Evaluations" on the lower left-hand corner. Click on your current program and save what you have written for easy access in case you decide to revise.