

Topic 10 – Self-Advocacy at Review Time

- **Self-Advocacy at Review Time.**
 - Understand the process.
 - Understand that the self-evaluation is *not* solely a recap of the projects worked on during the year. Instead, think about improvements made for a process, or skills acquired during the year. Highlight those instead. This will demonstrate how you meet (or exceed) the company's expectations of a similar employee in your role.
 - Be quantitative. Provide specific details about how much your work generates revenue to the company (e.g. through the introduction of a new product at the company), or how much it has saved the company (e.g. by streamlining a process/helping to improve overall client satisfaction or mitigating a potential legal action).
 - Advocate through actions. In addition to adding value (via quantitative data), it's important to add value through other means. (e.g. supporting the company's culture, volunteer service, development of employees/colleagues).
 - Get input from a mentor or colleague. Consider sharing what you've prepared with someone that you trust, and that will provide unbiased feedback.
 - Start this process NOW. Early in the year. So when you begin to prepare your year-end review, the data is readily available and easily accessible.