

Writing an Achievement Statement

Use the format below to outline achievement statements for your FY2019 performance review.

What was done to achieve the result

How support with facts/evidence

Who was involved (group/individual work)

When it was completed

Quantify and focus on measurable and observable results

Achievement #1

What	
How	
Who	
When	
Quantify	

Achievement #2

What	
How	
Who	
When	
Quantify	

Achievement #3

What	
How	
Who	
When	
Quantify	

Achievement #4

What	
How	
Who	
When	
Quantify	

Achievement #5

What	
How	
Who	
When	
Quantify	