

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 | |