

Completing your Self-Evaluation

Why complete a self-evaluation?

- ✓ Prepares you for thoughtful discussion with your supervisor about your performance, goal setting, competency development and career planning
- ✓ Encourages self-reflection and enables you to honestly assess your performance
- ✓ Provides you with an opportunity to highlight your accomplishments
- ✓ Communicates how you view your role and expectations within the overall organization

Where do I start?

Go back to the beginning: Review your email correspondence and calendar over the last year as well as last year's performance goals. This will help jog your memory and recall all of your accomplishments throughout the performance year, rather than focusing only on the most recent activities.

Be Specific: Highlight specific tasks and projects that demonstrate your best work! Examples should be well-rounded. Try and provide supportive data to back up your assertions and include how, what or who it impacted. Using specific examples will help you concisely tell the full story including the problem, the fix and the end results.

Be Objective: Try to critically assess the times you came up short. Remain positive but being honest means identifying areas that could be improved. This will facilitate more productive discussion about development needs and opportunities with your supervisor.

Ask yourself the following questions:

- What are your most significant accomplishments and contributions?
- What could I have done better this year?
- What professional job or career goals do I hope to achieve?
- What assistance or support do I need from my supervisor to achieve my goals?
- What additional skills or competencies do I need to develop to be successful?
- Where can I take personal initiative to become a stronger contributor next year?

ICARE Core Values: Review UI Healthcare's [ICARE Core Values](#), including [behavior examples](#) that may help you connect each of our values to your specific role and job responsibilities. Detail how you demonstrate each core value by including illustrative examples in your self-evaluation.

Think ahead: In preparation for next year's annual performance review, try and spend a couple minutes each week writing down your biggest accomplishment, success, or feedback received that week. This will provide you with a head start for next year's performance review process!