## How to prepare for your self-evaluation

Step 1: Reflect on your performance holistically from June 1 to present. Consider these questions when noting your progress on goals, accomplishments, and challenges.

- What were your successes? Did you complete your goal or at least achieve milestones that indicate progress?
- What were your challenges and barriers to achieving goals? Did your focus or goals change?
- Were you able to innovate new solutions or processes?

eve this in the next

evaluation cycle? Is this goal still relevant?

Step 2: Consider the following competencies that you may want to discuss in your employee strengths and opportunities:

- Creativity & Innovation
  - o Turns ideas into action, puts creativity to work and develops strategies for innovation.
  - o Rethinks routine processes and finds unique solutions for adding customer value.