



Performance Self-Evaluation Instructions

Welcome to the performance planning process! This process is meant to be reflective but more importantly it is an opportunity for you to think about and discuss with your supervisor your goals for the next year, both personal and business.

As you think about the past year, what is it you are most proud of? What did you accomplish? What is one thing you learned that you thought wow, that's something I really needed to know?

Looking at each section of the review form.

Strengths:

What are your greatest strengths when it comes to performing your job? What is it you do well? What are some examples of work you performed that support this strength? Place the strength in the first column, the example in the second and as you think about your example, how did it have an impact or support MOC's mission of "empowering families to achieve economic security by eliminating barriers and creating opportunities"?

Some examples of how particular functions relate to mission:

- Custodian – I ensure staff and clients can come to a clean and safe environment that helps them be their best
- Administrative Assistant – I ensure my department runs efficiently and is organized to ensure we can serve our clients in a timely and efficient manner
- Teachers Aide – I ensure our students are able to come to class and be able to learn so that mom/dad can go to work

While there is a space for 3 strengths feel free to add more.

Opportunities:

When you think about the past year, think about where you might have struggled. Was it because you needed more training? You didn't understand a particular function of your job or a project you were working on? Are there personal challenges you faced? How might these challenges have affected the way you performed your job and what do you want to do in the coming year to help with these challenges?

List your challenges with specifics around how it affected your job. In the related competencies column, look at the competencies listed on the last page of the document and see where your challenge may fit.



Some examples of how a challenge relates to a competency:

- Competency of Demonstrates Professionalism – your challenge may have been you got upset/angry when provided constructive criticism around a particular task. Getting upset/angry and your reaction may have caused you to act in an unprofessional manner. Think about how you can work on controlling how you react.
- Competency of Teamwork – your challenge may have been that you are very quiet and don't often speak up. Others may take this as you don't want to be part of a team. Think about what strategies might help you to participate more.
- Competency of Planning and Organizing – your challenge was that you keep missing deadlines that affects your team and accomplishing goals. Think about tools you can use to help keep you organized.

Goals:

This is really the most important piece of the planning process. What is it you want to accomplish in the upcoming year? A goal could be personal like, I want to better manage my time both at work and at home, or I want to figure out how to deal with my stress better. It can also be about learning, taking a class, course, webinar that will help you do your job better, provide you additional skills, help you grow. Your manager might have goals as well. When you sit with your manager you and she will go over goals and decide on 2 or 3 goals for the upcoming year. **Remember you have a job so too many goals may lead to you not being able to accomplish some or all.**

List each goal and the actions you will take toward accomplishing the goal. How will you measure your progress? It could be by completing certain tasks, taking a course, creating a process. How long will it take you to accomplish this goal, BE REALISTIC. Take into account all your job responsibilities and be realistic as to your timeframe. Throughout the year, you will meet with your supervisor to discuss your progress toward your goal, what resources you might need, does the timeline need to be adjusted, have circumstances changed so that now this goal cannot be accomplished.

Some examples of goal setting are:

- I will renew certified lactation counselor licensure that is due 12/2022. I will do this by completing the 40 hours of materials and submitting to Licensor.
- I will work on ensuring I do not let my stress effect my work and my co-workers by allowing myself to take a breath when I feel I am stressed. I will take the Stress Management course on TalentLMS by June 2022.
- I will work on my time management by attending a time management seminar offered in May and find 3 tools to enhance my time management.



License/Certification

List any licenses/certifications you hold and is it current. This is just a reminder to you and your supervisor.

Committees, Projects, Accomplishments/Achievements:

Did you participate on any special committees or projects? Was it successful, fulfilling? What was your role? As was mentioned in the beginning, what is it you are most proud of from the past year? Did you graduate school, attain a certificate, create a new process, help a client unexpectedly succeed?