

Where to Begin

Print this optional guide to organize and write your thoughts down while preparing for a great evaluation conversation!

Over the last year, I have accomplished:

NOTE: Add as many examples as you wish below, include what you did to be successful, prioritize those with the highest impact, and plan to discuss your best examples.

Some of the challenges I've experienced include:

I learned:

After reflecting on my performance, I recognize my strengths as:

NOTE: List and give examples of your positive qualities and how you demonstrate each. (i.e., I'm good at catching details, and I regularly help my peers with proofreading.)

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I can improve in these areas by:

During the next year, I'd like to focus on:

NOTE: Include career aspirations or areas of interest in which to grow.

A goal to achieve my interests (or aspirations) is:

You can support my efforts by:

Consider these questions for your manager:

- Do you have other ideas for how I can use my strengths more and bring greater value to the team?
- What suggestions do you have to help me improve some of the areas I mentioned?