

You and your manager are equal partners in the annual review and goal planning process. To make the most of the meeting with your manager it's important to set aside ample time to prepare. Completing a self-review will ensure you:

- Spend time thoughtfully considering and reviewing your past year
- Think about your work, career, and personal development progress since your last review
- Think about the work, career, and personal development goals you aspire to for the upcoming year
- Determine areas in which you want to improve your performance and develop further
- Discuss your overall role and articulate your achievements and lessons learned
- Prepare to solicit your manager's feedback about your capabilities – your strengths and weaknesses
- Prepare for an open, honest and focused conversation with your manager

## Self-Review Questions

Use these questions as a guideline and adapt to support your specific needs.

### Job Components

- Identify any components of the job description that you no longer do or that now take additional time.
- Describe any new goals, responsibilities, or additional challenges you have taken on since your last annual performance review. Identify those that require additional decision making, responsibility, accountability, or oversight of the work of other employees.
- Identify what is working well and isn't and what is challenging.
- Identify any other important information that needs to be shared with your manager. Why?

### Achievements

What are your most important achievements and contributions since your last performance review?

- What accomplishments and achievements are you the most proud of since your last performance review? What goals would you have liked to accomplish, but did not? Why?
- What would have helped you to accomplish these goals?
- In what other major projects and initiatives did you participate and contribute since your last performance review?

- What work are you performing that was outside the scope of your current role? What new learning did you gain?

### Goals

- What job-related goals would you like to accomplish during the new year? Are these goals aligned with cascading goals of department and organization?
- How can your manager help you to accomplish these job-related goals?
- What additional support could help you accomplish these goals?

### Professional Development

- What professional job or career goals do you hope to achieve in the near future? (within 2-3 years)
- What departmental resources and support could be available to help you accomplish these goals?
- What professional and personal goals will help you improve or develop your performance in your current job?
- What additional support can the organization provide so that you are able to accomplish these goals?