Preparing for Your Self-Review and Year End Conversation

Review any performance related documentation you have collected over the year.

- Review any feedback from others relevant to your performance.
- Review your job description and your goals. Make a list of your accomplishments for the year.
- Review the competencies for your position. Make a list of your strengths or areas in which you would like to improve.

Prepare your approach – try to predict what your manager might say. Rehearse responses to anticipated feedback.

- Write down questions you want to ask your manager.
Be prepared to talk about your performance. What do you do well? What could you improve? What would you like to learn? What do you need from your supervisor to be successful?

The Self-Review

Rate yourself as honestly as you can on each goal and competency.

- Give your justification for the rating in the goal or competency comment area with examples.

- Use the comment area at the bottom of the form to list other important accomplishments that are not included in the goal or competency sections.

- Suggest areas for improvement and ways in which you might develop in those areas.