

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?
- If your goal was not completed, would you continue to strive to achieve 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**
 - Turns ideas into action, puts creativity to work and develops strategies for innovation.
 - Rethinks routine processes and finds unique solutions for adding customer value.
 - Funnel creative recommendations into practical applications.
 - Employs right-brain imagination, creativity, and intuition with left-brain logic and planning.
 - Searches constantly for new innovation methods, techniques and tools.
 - Regularly encourages greater collaboration and open discussion with peers and team members to foster a culture of innovation.
 - Participates in and/or leads diverse product teams to cultivate a broader range of perspective, knowledge, thought and creativity.
- **Adaptability & Flexibility**
 - Identifies unique ways of creating value and encourages others to employ their curiosity and imagination.
 - Demonstrates the ability to multitask and handle pressure or crisis situations. Adjusts priorities to meet team or organizational needs.
 - Remains resolute and calm when faced with challenges or seemingly inadequate resources.
 - Encourages team members to take appropriate risks and embrace change.
 - Regularly combines natural curiosity and gut intuition with sound analysis and reasoning to strengthen our "organizational forecasting ability."
 - Readily develops strategies to reflect our changing business priorities.
 - Effectively translates strategies into objectives and action plans.
- **Change Management and Versatility**

- **Willingly embraces last-minute changes in direction and unexpected changes in plan.**
- **Creates a friendly and inclusive work environment when faced with changes in direction or deadlines.**
- **Demonstrates the ability to multitask and handle pressure or crisis situations. Adjusts priorities to meet team and organizational needs.**
- **Communicates with management appropriately when faced with changing priorities or the need to pivot away from a preplanned course of action.**
- **Remains resolute and calm when faced with challenges or seemingly inadequate resources.**
- **Helps team members embrace change and adapt to a "new normal" when faced with unforeseen challenges.**
- **Constantly looks for ways of using new technologies in order to increase efficiency.**

Step 3: Suggest goals to be accomplished in the next year

- **Consider the strategies and tasks of the university, your department, or your position. What do you think will be the important work of the next year?**
- **Make sure your goal is specific, measurable, attainable, realistic, and time bound.**
- **Your supervisor will work to finalize goals with you in your discussion of your annual performance review.**