

**Step 1: Reflect on your performance holistically from June 1, 2020 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 because of the impacts of COVID-19? 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.

- o Remains resolute and calm when faced with challenges or seemingly inadequate resources.
- o Helps team members embrace change and adapt to a "new normal" when faced with unforeseen challenges.
- o 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.