Self - Review

- **Clear & Conciseness:** Keep your writing clear and concise. Avoid unnecessary jargon or overly complex language. Clearly articulate your points to ensure easy understanding.
- **Use Action Verbs:** Start your sentences with strong action verbs to convey a sense of accomplishment and engagement. This adds dynamism to your self-review.
- **Quantify Achievements**: Whenever possible, use specific numbers, percentages, or other measurable metrics to quantify your achievements. This provides concrete evidence of your impact.
- **Show, Don't Just Tell:** Instead of just stating your accomplishments, provide specific examples or anecdotes that illustrate your contributions. This makes your self-review more compelling and memorable.
- **Tailor to the Audience:** Consider who will be reading your self-review and tailor your language and examples accordingly. Make sure your achievements align with the priorities and values of your organization.
- **Balance Positivity and Realism:** While it's essential to highlight your accomplishments, be realistic about your contributions. Acknowledge areas where you can improve, demonstrating self-awareness and a commitment to growth.
- **Reflect on Growth:** Include reflections on your personal and professional growth over the evaluation period. Discuss how you've overcome challenges and developed new skills.
- **Express Enthusiasm**: Convey enthusiasm for your role and the organization. Use positive language to express your commitment and passion for your work.

Productivity

Completes work assignments & responsibilities in an efficient & timely manner. Effectively uses resources.

3 - Meets Expecta... ▼ ❓ *

Comments :

Over the past year, I consistently met expectations in productivity, **ensuring** timely task execution and **fostering** a positive working environment through collaborative efforts. Notable successes include Project A to **exceed** supervisor expectations, as noted in my 1:1 meeting 4/31/2023. **Optimizing** processes in Project B, and **contributing** to the seamless workflow of Project C, all of which **aided** team success as noted in my 1:1 Meeting on 10/31/2023.

However, **challenges emerged** in projects like Project X, where tight deadlines affected deliverable quality, and Project Y, revealing communication breakdowns. Project Z highlighted the need for improved resource allocation. These experiences underscore the importance of **refining** time management under pressure, **enhancing** communication strategies, and **implementing** thorough resource planning. **Moving forward**, I'm **dedicated to** building on successes and addressing challenges for continuous improvement in my role.

Feedback Tips

- Start Early
- Acknowledge Challenges, Feedback & Areas for improvement
- Acknowledge your skill development
- Professional and Positive
- Edit for Consistency
- Proofread for errors

Looking Over The Year

- Review all of your notes
- Review past meetings, like 1:1 meetings
- Review past projects
- Think through all of the activities you are involved in involved professionally and activities for E&A

Use Action Verbs:

Achievements	Initiative & Leadership	Problem Solving	Communication	Teamwork	Adaptability	Learning & Development	Impact & Results
Achieved	Initiated	Resolved	Communicated	Collaborated	Adapted	Learned	Impacted
Accomplished	Led	Addressed	Presented	Cooperated	Flexed	Acquired	Influenced
Attained	Directed	Overcame	Conveyed	Contributed	Adjusted	Developed	Generated
Completed	Guided	Troubleshooted	Articulated	Supported	Embraced change	Mastered	Produced
Exceeded	Spearheaded	Solved	Negotiated	Assisted	Adjusted	Enhanced	Yielded
Surpassed	Facilitated	Innovated	Collaborated	Partnered	Adapted	Expanded	Contributed to
Outperformed	Coordinated	Improved	Facilitated	Engaged	Innovated	Upskilled	Drove
Realized	Orchestrated	Streamlined	Influenced	Fostered	Optimized	Trained	Delivered
Secured	Managed	Optimized	Informed	Unified	Rectified	Studied	Catalyzed
Accomplished	Organized	Rectified	Corresponded	Coordinated	Mitigated	Assimilated	Effectuated
Reached	Executed	Mitigated	Clarified	Participated	Remedied	Incorporated	Implemented
Delivered	Oversaw	Remedied	Synthesized	Built	Navigated	Applied	Fulfilled

Goal Setting

The SMART framework helps ensure that goals are well-defined, actionable, and aligned with the overall objectives of the individual or organization, making them more likely to be achieved.

See SMART GOAL WORKSHEET - Click on the Quick Links when you log into Cornerstone. Scroll to bottom of the page.

When Setting Up Goals in Cornerstone

For the Title, choose 1 of the following

- One of the Ten Competency's
- Professional Development
- Management or Leadership
- Business Development

Title *

Title

Description *

Start Date   **Due Date** *

1/1/2024   12/31/2024

Title *

Title

Quality of Work: To enhance the overall quality of work, the objective is to reduce errors by 10% by June 31, 2024.

Description *

Over the next six months, my primary goal is to elevate the overall quality of my work by reducing errors by 10%, with the target completion date set for June 30, 2024. The success of this endeavor will be measured through consistent tracking of errors per project, that I will track. The number of redlines per document received back for review. Progress towards the 10% error reduction goal will be assessed monthly throughout the quarter, enabling timely adjustments and improvements.

Actions:
1. **Implementation of Self-Check Process:**
   - In collaboration with Dale, Eng. Tech. , I will establish and implement a standard self-check process to understand and integrate effective self-check procedures.
   - The self-check results will be presented at each monthly project review, providing a comprehensive overview of error identification and mitigation.
2. **Checklist Integration:**
   - I commit to consistently incorporating the comprehensive checklist for each project from the shared drive, ensuring its use on every project.
   - Results of checklist implementation will be presented at each monthly review, showcasing adherence to quality standards.
3. **Leveraging Peer Reviews for Quality Assurance:**
   - I will integrate peer reviews into my quality assurance process by reviewing the designated peer reviewers and allowing sufficient time for thorough assessments.
   - Peer review outcomes will be considered before submitting projects as 'ready for review' or 'complete,' ensuring a collaborative approach to error reduction.

All of these actions will be seamlessly integrated into the monthly project review cycle, facilitating continuous improvement and ensuring that the goal of reducing errors by 10% is met by the specified deadline. This proactive approach aligns with my commitment to delivering work of the highest quality.

Start Date   **Due Date** *

1/1/2024   12/31/2024

Title *

Productivity- Enhancing Productivity Through Time Management Training, Mentoring and Feedback from Supervisor by 12/31/2024

Description *

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Over the next year, my primary goal is to enhance my productivity by acquiring a foundational understanding of time management through accessible learning methods. The success of this endeavor will be measured through the completion of webinars, mentor feedback, successful application of time management principles to real projects, and feedback from supervisors.

- In the first two months, I plan to enroll in a Fundamentals of Time Management course. By the end of the first quarter of 2024, I will meet with my supervisor to share my new knowledge and implement agreed-upon strategies.
- I will set up three 1:1 meetings with Dale, Eng. Technician, who possesses strong time management skills. We will meet three times by the end of April 2024. Following each meeting, I will engage with my supervisor to share insights and determine actions to implement.

Throughout the year, I will apply my newly acquired knowledge to my real-world projects, seeking regular feedback from both my mentor and supervisor. By the end of the year, I aim to successfully complete the time management training, demonstrating tangible improvements, and receive positive feedback from both my mentor and supervisors on increased productivity.

Start Date

1/1/2024

Due Date *

12/31/2024