

TIPS FOR COMPLETING THE SELF-APPRAISAL QUESTIONS

The following are suggestions for responding to the self-appraisal questions. Local teams may customize them with specific guidance relevant to their college or unit.

Q1. What are the most important things you have accomplished over the past year?

- ◆ Describe goal completion:
 - Summarize how your goal completion efforts contributed to the broader team and organizational goals.
- ◆ Include specific examples:
 - Provide concrete examples of your accomplishments, emphasizing quality over quantity.
 - Highlight achievements that met or exceeded expectations.
- ◆ Highlight impact:
 - Focus on results you achieved that positively impacted your success and/or that of your team, department/college.

Q2. What professional development opportunities did you have during the past year?

- ◆ Identify opportunities:
 - Summarize professional development activities such as articles and books, podcasts, LinkedIn Learning courses, workshops, courses, training, conferences, assignments, and mentoring, etc.
- ◆ Relate to role growth:
 - Describe how these opportunities enhanced your performance and aligned with your role and career goals.

Q3. What did you learn from these experiences?

- ◆ Mention new knowledge, skills, abilities or insights gained from them.

Q4. What specific skills would you like to develop over the next year?

- ◆ Identify areas for improvement:
 - Identify areas to improve or develop new skills, aligning with your current role or career aspirations.
- ◆ Demonstrate self-awareness:
 - Take a proactive approach to your personal and professional growth.
- ◆ Be prepared to agree to priorities:
 - Be ready to agree to priorities for inclusion in professional development goals later in the performance cycle.

Q5. How can your manager best support your growth and success?

- ◆ Clearly communicate needs:
 - Describe how your manager can support your professional development and overall success.
- ◆ Specify support needs:
 - Be open about any challenges you're facing and specify any areas where you need more guidance, resources or feedback.

Q6. Optional: Considering those that you work closely with, what opportunities exist to enhance your work environment? Examples include communication, collaboration, and inclusion. Consider strengths to sustain and opportunities for improvement.

- ◆ Consider current communication channels such as team meetings and collaborative tools. Reflect on the effectiveness and offer suggestions for improvement.
- ◆ Be open about the team's environment as far as practices that have made you feel heard and valued. Specify opportunities to further increase overall engagement.