

# 5 Tasks Employees Can Begin Now to Prepare for Performance Evaluations

## 1 Preview the Self-Evaluation

Taking a moment to familiarize yourself with the evaluation will allow you to align your comments and ratings to the performance criteria. If your Self-Evaluation is not available, contact your manager, as they will need to open it for you.

1



## 2 Add Comments

This is one way of documenting all of the amazing things you do! Document information relevant to your goals, core values, and competencies.

2



## 3 Add attachments

These documents can include examples of your work, certifications, and/or other documents you feel demonstrate your performance throughout the year.

3



## 4 Save frequently.

Nothing is more frustrating than spending an hour entering thoughtful comments only to find that they weren't saved.

4



## 5 Learn more.

You can find out more about the Self-Evaluation by visiting the [Performance Management website](#) for access to resources and links to training. (Select Phase III)

5

