



# Self-Evaluation Process Guide

	<b>What is the Self-Evaluation?</b>
	<p>All team members are encouraged to participate in a self-evaluation as part of their annual performance review. The self-evaluation is an opportunity to share with your leader the work accomplishments you have achieved in the past year in your own words.</p> <p>This optional process should be completed in Talent Connect by December 31, 2023.</p>

	<b>Important to know</b>
	<ul style="list-style-type: none"> <li><b>2023 Self-evaluations are DUE DECEMBER 31, 2023.</b></li> <li>The comments you make on the review will be seen by your leader and will be permanently attached to your completed annual performance review in Talent Connect.</li> <li>Team members <b>DO NOT</b> rate themselves during the self-evaluation. It is an opportunity to comment only.</li> </ul>

What do I comment on?	Description
<b>Daily Work</b>	<ul style="list-style-type: none"> <li>Daily Work describes your essential job functions. The skills, knowledge, abilities, and other characteristics needed for satisfactory performance of the job found on your job description.</li> </ul>
<b>Performance to Goals</b>	<ul style="list-style-type: none"> <li>Performance to Goals includes the performance and accomplishments related to Fairview's strategic priorities and performance dimensions.</li> <li>Each team member needs to have at least one goal in the system.</li> </ul>
<b>Commitments</b>	<ul style="list-style-type: none"> <li>The Fairview Commitments guide behaviors that help achieve our organizational mission and vision.</li> <li>Explain how you demonstrate the guiding principles of our commitments: Respect for People and Continuous Improvement.</li> </ul>
<b>Individual Development Goals</b>	<ul style="list-style-type: none"> <li>Share the progress you have made on your own personal professional goals that are important to you.</li> </ul>

## How does the self-review fit within the rest of the annual review process?

\*\*\*For specific technical directions with screenshots, go to the [Performance Review User Guide](#).

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Process step	Owner	Important to know
1. Know the Date Due	Manager/Team Member	<ul style="list-style-type: none"> <li>All Self-Evaluations are due on December 31, 2023</li> </ul>
2. Self-evaluation (optional)	Team Member	<ul style="list-style-type: none"> <li>Completing a self-evaluation is optional</li> <li>Enter comments about your performance related to:                             <ul style="list-style-type: none"> <li>Daily work</li> <li>Performance to Goals</li> <li>Commitments</li> <li>Individual Development Goals</li> </ul> </li> <li>Route the review form to your leader for next steps (<a href="#">See the Performance Review user guide</a>)</li> <li>This MUST be completed in Talent Connect before the leader completes their review</li> </ul>
3. Complete Team Member Appraisal	Manager	<ul style="list-style-type: none"> <li>Enter in comments and ratings in Talent Connect</li> </ul>
4. Hold 1:1 Meeting	Manager	<ul style="list-style-type: none"> <li>The Manager hosts the 1:1 meeting to share feedback about your accomplishments and opportunities for development</li> </ul>
5. Finalize Form	Manager	<ul style="list-style-type: none"> <li>If the 1:1 discussion uncovered edits to the form – make them now</li> <li><b>This is the last chance to edit comments</b> and ratings in Talent Connect</li> </ul>
6. Acknowledgement	Team Member	<ul style="list-style-type: none"> <li>Team Member signs-off on their review electronically in Talent Connect</li> <li>Make sure the acknowledgement is complete by March 1, 2024</li> </ul>



For more information on how the performance review process works in general, visit the [OD&L Website](#) to find:  
[Performance Review Technical User Guide](#)  
[Annual Review Process Guide](#)