

TALENT CONNECT

COMPLETING YOUR SELF-EVALUATION

Why am I completing a self-evaluation?

Completing a self-evaluation gives you the chance to reflect on your accomplishments and opportunities over the past year. It allows you to actively participate in your performance evaluation and prepares you for an engaging conversation with your manager.

What are some questions I should consider as I fill out my self-evaluation?

1. What achievements are you most proud of in the last several months?
2. What strengths have contributed to your success in each area?
3. What challenges have you faced and how did you overcome them?
4. What is one area where you would like to improve?
5. What are your developmental goals? What support do you need to achieve them?

How do I complete my self-evaluation?

Please follow the instructions below to complete your self-evaluation form in Talent *Connect*.

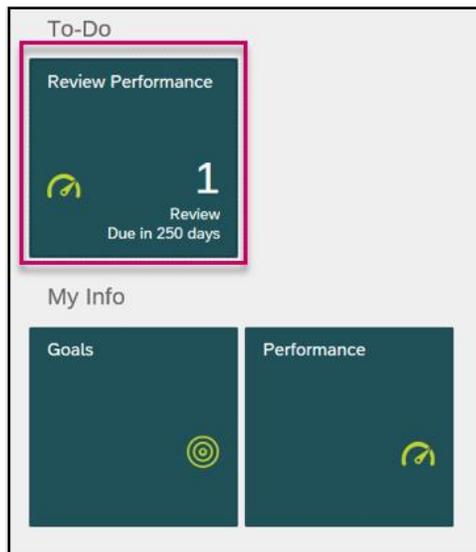
1. Access Talent *Connect* via the Intranet under **Applications**.



2. You should be signed in automatically; if you are not, simply enter your organization username and password.
3. Select **Review Performance** on the home page.

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4. Click the link for your 2019 **Self Appraisal** from the pop-up screen.



5. Scroll down to find to the various evaluation sections to add your thoughts about your performance in that area.

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The screenshot displays a web form titled 'Commitments'. It features three main sections: 'Respect for People', 'Respect for People' (with a text editor), and 'Continuous Improvement'. The 'Respect for People' section is highlighted with a red border.

Commitments

Respect for People

- Create an Exceptional Experience
- Honor Relationships
- Communicate Intentionally
- Engage and Inspire
- Commit to Development

Respect for People

We acknowledge, embrace and empower the people we serve and work with in our organization. We relentlessly respect people's ability to think, develop and problem solve while honoring with whom we may work: patients, customers, families, guests, vendors, external partners and each other.

Continuous Improvement

- Collaborate for Outcomes
- Set and Hold Standards
- Identify and Solve Problems
- Achieve Results
- Seek Perfection

- When you are done and ready to submit, select **Finalize Form**. You can click **Save and Close** if you would like to finish completing the form later. Once you finalize the form, your leader will be notified.

The screenshot shows three buttons at the bottom of the form: 'Cancel', 'Save and Close', and 'Finalize Form'. The 'Finalize Form' button is highlighted in yellow.